

Alpine Space Programme

European Territorial Cooperation 2007 - 2013



Calculation of staff costs for the final reporting period

NEW: According to programme rules the periods reported shall either be January - June or July - December. **For the final reporting period only** a prolongation of the normal periods reported is possible (max. 11 months!).
 Example 1: project closure: 15/02/2012 - exceptional staff costs calculation period: July 2011 - February 2012. Example 2: project closure: 30/11/2011 - exceptional staff costs calculation period: January - November 2011

IDENTIFICATION OF THE PROJECT

Project acronym	
Project reference n°	
Project Participant	

IDENTIFICATION OF THE EMPLOYEE

Name	
Function	
Extent of employment in %	

TIME FRAME

Period	January - November 2011
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Please indicate here the total working hours of the respective month as calculated in the time sheet (column "O" of the time sheet). Please be aware that the cells of this table have a different format compared to the monthly timesheet. Therefore, the "total working hours" shall be reported using the following ratio: 1/60 (30 minutes in the timesheet are equal to 0,5 hours in this table).

	total working hours	project-related working hours	total staff costs
January 2011			
February 2011			
March 2011			
April 2011			
May 2011			
June 2011			
July 2011			
August 2011			
September 2011			
October 2011			
November 2011			
Total			

Please make sure that only eligible expenses are indicated (i.e. gross salary including social contributions and other remunerations having a legal basis).

Please indicate here the total project-related working hours of the respective month as calculated in the time sheet (column "D" of the time sheet). Please be aware that the cells of this table have a different format compared to the monthly timesheet. Therefore, the "project related working hours" shall be reported using the following ratio: 1/60 (30 minutes in the timesheet are equal to 0,5 hours in this table).

The project related staff costs (excluding travel and accomodation costs) of this period will be calculated automatically by multiplying the project related working hours with the hourly rate.

The hourly rate will be calculated automatically by dividing the total staff costs through the total working hours.

Hourly rate: #DIV/0!

Project related staff costs: #DIV/0!