

ANNEX 2. BUDGET TEMPLATE

| # | Budget lines | Unit | Quantity | Unit cost (EURO) | Total (EUR) |
|---|---|--------------------|----------|------------------|-------------|
| 1 Human resources* | | | | | |
| 1.1 | Team Leader: daily fee fee | working day | | | |
| 1.2 | Please indicate the position and daily fee of the personal involved in the implementation of the activities | working day | | | |
| 1.3 | Please indicate the position and daily fee of the personal involved in the implementation of the activities | working day | | | |
| 1.4 | Please indicate the position and daily fee of the personal involved in the implementation of the activities | working day | | | |
| 2 Travel and accommodation expenses* | | | | | |
| 2.1 | International flights | Per flight | | | |
| 2.2 | Domestic flights | Per flight | | | |
| 2.3 | Rented car | Per day | | | |
| 2.4 | Fuel per km | Per km | | | |
| 2.5 | Accommodation (per night) | Per night | | | |
| 2.6 | Per diem | Per day (24 hours) | | | |
| 2.7 | Other travel expenses (e.g.: VISA, PCR testing, travel insurance)(IF NEEDED) | Please specify | | | |
| 3 Administration costs ** | | | | | |
| Total EURO, excluding VAT*** | | | | | |
| EXPLANATIONS: | | | | | |
| *As the proof of expense verification, the following documents will be request. | | | | | |
| · Budget line 1. Human Resources: employment contracts and timesheets of the staff (from 1.1 to 1.4) | | | | | |
| · Budget line 2.1: invoices and boarding passes of the staff travelling | | | | | |
| · Budget line 2.2: invoices and boarding passes of the staff travelling | | | | | |
| · Budget line 2.3: rented vehicle contract, in which it must be included the rented driver fee, the rented driver accommodation, the insurance and the rented driver per diem | | | | | |
| · Budget line 2.4: in case of using owned car, vehicle log sheet (the fuel expense per km cannot exceeds the ADA maximum applied cost) | | | | | |
| · Budget line 2.5: actual invoice for accommodation (i.e.: hotel) on the name of contract with respective person of the staff traveling indicated in the invoice | | | | | |
| · Budget line 2.6: the per-diem expenses cannot exceed the ADA maximum cost applying ADA rules (maximum 23,3 EURO overnight) | | | | | |
| · Budget 2.7: Other travel expenses will be charged against invoices and /or receipts and/or payment orders | | | | | |
| **3 Administration costs calculated as follows: | | | | | |
| % X (1 Human resources + 2 Travel and accommodation expenses) | | | | | |
| *** You can check the VAT exemption status effective within Georgia at RS.GE (ID: 205305560) | | | | | |