



**D SPECIFIC RULES FOR PARTICIPATION IN STARS4MEDIA PROJECT -
“EXCHANGE OF MEDIA ‘RISING STARS’ TO SPEED UP INNOVATION AND INCREASE
CROSS-BORDER COVERAGE”**

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1. Eligible costs

In order to be eligible, a cost must meet several cumulative conditions:

- It is documented by a supporting document and the cost can be identified and checked;
- It concerns international travel, subsistence, training allowance. The total reimbursement rate per individual is max. €6.000 consisting of max. €4.800 EU contribution and €1.200 own contribution by the media companies participating in the exchange.
- It is necessary to reach the outcome of the training programme and is used according to the approved budget and during its period of execution;
- It respects the rules of the EU and the Coordinator of the project.

N.B: 1) Only a maximum of 4.800 euros will be reimbursed; 2) if expenses incurred are less than 6000 euros the same 80% of the spent amount will be reimbursed.

2. Supporting documents

Original invoices or supporting documents for all expenditure must be submitted to the Coordinator by the Media outlet. Copies of invoices and supporting documents for expenditure abroad are acceptable if regulation prohibits original accounting documents from being taken out of the local financial system. In case of the latter, the Media outlet must be able to grant access to these documents at all times during the project. The beneficiary must maintain accounting records and supporting documentation to show all costs incurred under this grant for a period of 5 (five) years after the end of the project (end of project is 31 October 2020). The coordinator and the EU are entitled to inspect these documents at all times within the framework of their auditing remit.

3. Exchange Rate

Requests for payment and financial statements must be drafted in euros. Beneficiaries and affiliated entities with general accounts in a currency other than the euro must convert costs incurred in another currency into euros at the average of the daily exchange rates published in the C series of the *Official Journal of the European Union*, determined over the corresponding reporting period (available at <http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>).

If no daily euro exchange rate is published in the *Official Journal of the European Union* for the currency in question, conversion must be made at the average of the monthly accounting rates established by the Commission and published on its website (http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm), determined over the corresponding reporting period.

Beneficiaries and affiliated entities with general accounts in euros must convert costs incurred in another currency into euros in accordance with their usual accounting practices.

4. **Bank costs**

All bank costs related to the reimbursement of the cost of individual exchanges by media professionals are born by the media outlet.

5. **International travel**

- When choosing the means of transport, practicability and overall value for money must be taken into account. Only the cheapest available economy class travel by plane/train/bus or kilometer allowance will be reimbursed.
- A ticket (plane, train, bus) in economy, plus any airport taxes and booking fees charged by the airline or travel agency are eligible.
- It is recommended to order a return ticket if travelling by plane, also for a 3 months' stay because a one-way ticket can be more expensive than a return ticket.
- International travel cost means door-to-door travel (travel to and from the airport/station and plane/train/bus ticket)
- When travelling by car: a kilometer allowance can be charged. A supporting document or a declaration justifying the price is requested. This price may never be higher than the kilometer allowance granted by the Coordinator (€ 0,3610).
- The reimbursement of travel is based on actual costs for return travels, including participation in the training event in Brussels (at VUB and Fondation Euractiv) at the beginning of the project and other training events they might find useful to participate in the framework of the STARS4MEDIA programme.

6. **Housing**

- Accommodation costs only refer to costs incurred for nights in a hotel/dormitory/Airbnb/other officially recognized accommodation. Costs of meals, mini-bars, phone bills, internet etc. are to be reported separately and are preferably included in the 20% co-financing.
- The cost of accommodation always needs to be proven with an official invoice (e.g. staying with friends or family can not be charged).

7. **Training fee**

- Participants will have to keep original invoices or supporting documents for expenses related to the specific training they will follow during the Stars4Media pilot project exchange.
- Participants attending trainings that are part of the [Media Economics Programme](#) of VUB will benefit of a 20% discount.

8. **Local travel**

- Travel expenses within the city of duty (e.g. bus, subway) are preferably included in the 20% co-financing.
- The cost of a rental car is not eligible.

9. **Living expenses**

- Living expenses (meals, local transport, phone, ..) are preferably included in the 20% co-financing.

10. Insurance

Each Party is responsible for the insurance coverage of its own employees in accordance with applicable national legal requirements for occupational injuries and occupational diseases. As a consequence, each Party must fulfil the required formalities and sustain all the costs, if any, involved in the insurance policies underwritten to cover its own employees and staff against these risks.

Insurance should minimally cover third party liability, health, personal injury (and repatriation). The sending media house and the professional in exchange are expected to arrange proper insurance.

11. Reporting

Since this project is a pilot project and will serve as good practice for a next call launched by the EU (tbd), It is important to have a view on all expenses, even beyond the max. 6,000EUR (max. 4,800EUR reimbursable costs and 1,200EUR co-financing). This will allow to adjust amounts, if relevant, in next projects. Because of the requested 20% co-financing, it is not possible to work with a lump sum scholarship, nor with a per diem.

When requesting reimbursement from the coordinator, the financial reporting template that will be provided by the coordinator must be used.