

Financial Procedures Overview for Administrative and Academic Activities

May 2024

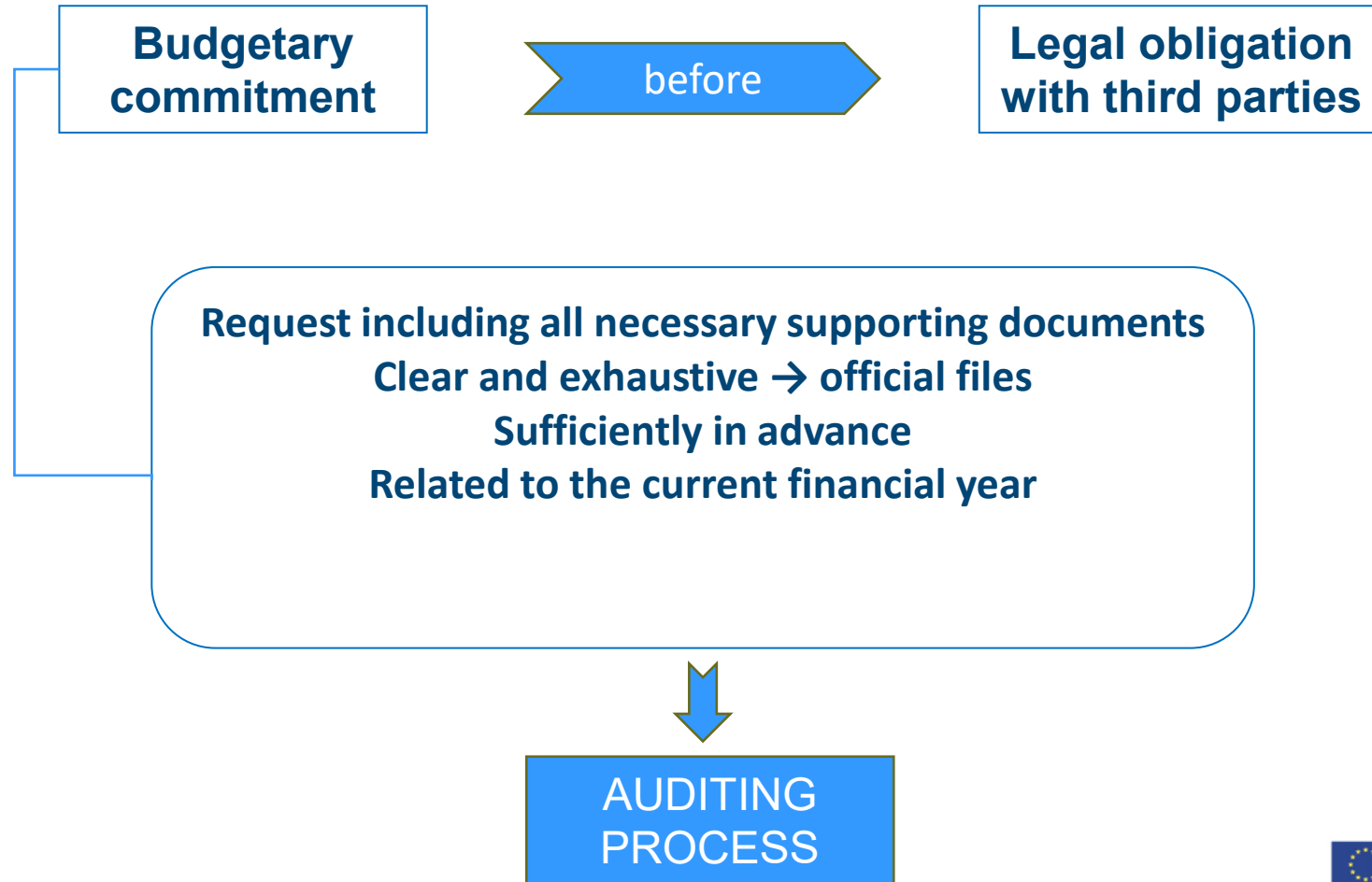


www.eui.eu



- The legal framework of the EUI takes the form of a signed **Convention**, setting up a European University Institute.
- The Convention foresees that the High Council, acting unanimously, shall adopt the **Financial Rules** (Article 26).
- The Financial Rules provide that the budget shall be used according to some **Principles**, among others:
 - ✓ **Annuality** (budget is passed for one financial/calendar year),
 - ✓ **Transparency** (release of the budget and its annual accounts, !Public money!)
 - ✓ **Sound Financial Management** (best value for money following the economy, efficiency and effectiveness principles).

General principles



General principles

January						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

March						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Commit funds!

30/6: Deadline to pay carried-over commitments

Check pending commitments before summer break

May						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Request payment: small job contracts

September						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Insertion last invoices

Last payments!

Pending commitments: pre-closure (focus on provisionals)

Commit last funds!

Adjust commitments to carry-forward



A new BFA webpage is online! <https://www.eui.eu/en/services/budget-and-financial-service>



Digital office

Access all the platforms currently used for administrative and financial requests (i.e. reimbursement and visitor's platforms).

[Read more](#) —>



Accountability & financial transparency

Take a look at the BFA's yearly statistics including the trend of EUI's financial resources.

[Read more](#) —>



Financial rules & regulations

Check all the relevant financial regulations governing the Institute. Some decisions (i.e. delegation of signature) can be accessed only by internal users.

[Read more](#) —>



Administrative support coordinator

The BFA Director also acts as EUI's Administrative Support Coordinator.

[Read more](#) —>

You can consult the BFA page for useful and various information on:

- Digital Office → platforms in use at the EUI (missions, external collaborators)
- Accountability & financial transparency (EUI financial info and trends)
- Financial rules & regulations (EUI Convention, Administrative Procedures' Handbook, Decisions...)



Reimbursement Application

Automatic Notifications

- Daily overview of your tasks
- Daily overview of delegated officer's tasks
- Reminder to Visitor / Professor
- Direct notification of request sent back with review button
- Confirmation of Payment

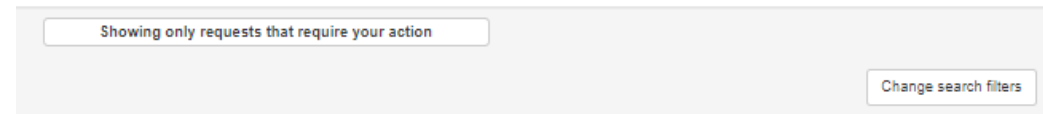
=> Notification Book updated!



Reimbursement Application FAQ I

- How can I find a request which is currently not “on my table”?

⇒ Change search filters



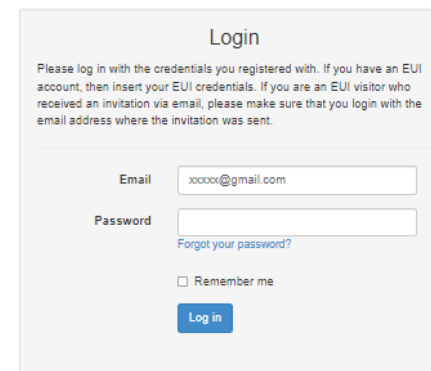
Showing only requests that require your action

Change search filters

- How can I help a visitor after I send the reimbursement invitation if he forgot the password or does not find the invitation email anymore?

⇒ Spam?

⇒ Reset Password



Login

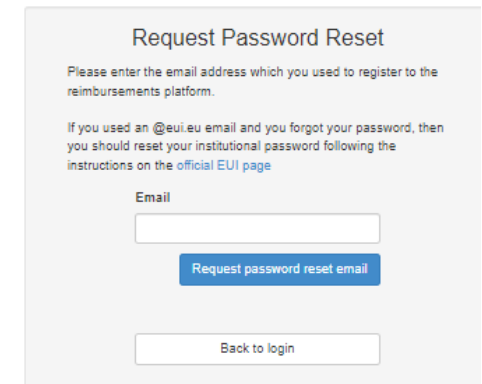
Please log in with the credentials you registered with. If you have an EUI account, then insert your EUI credentials. If you are an EUI visitor who received an invitation via email, please make sure that you login with the email address where the invitation was sent.

Email

Password

[Forgot your password?](#)

Remember me



Request Password Reset

Please enter the email address which you used to register to the reimbursements platform.

If you used an @eui.eu email and you forgot your password, then you should reset your institutional password following the instructions on the official EUI page

Email

Reimbursement platform

FAQ II

- How does the system know my department/role?
- What do I need to do if I created a single visitor request or a mission order request but the visit/mission is cancelled, or if I created by mistake a second one for the same person?

No reimbursement requested/Close mission commitment

Notify BFA (Visit did not take place/ No costs to be reimbursed)

⇒ Stop reminders and inform BFA that commitment can be closed

NINTEX - External Collaborator Contracts I



Document Workflow Management
Tool



Check your Dashboard/Open
Activities



Bank Details



Automatic Messages

User Support

- User Manual

Who to contact when I have a problem/question not included in the user manual?

- Financial => FM mailbox
- Technical => Helpdesk ticket
- Administrative/Procedural => Dominika Kulpinska & Anastasios Andreou
- Suggestions for Modifications/ Ideas => Andreas Zink

- Nintex (Contract Number!)
- Reimbursement Application

URL!

<https://apps.eui.eu/Reimbursements/Home/Reimbursement?reimbursementId=9987>



Current and future projects

- Calcuette & Smart
- MS Bookings
- Seminar Attendance
- Certifications => Income Declaration
- Globix
- Small Job Researcher Contracts => Digital Signature (TBC)

Missions Request
Visits Request



[REIMBURSEMENT PLATFORM](#)

- Always remember to attach ALL relevant docs (programme/supporting/authorisations/SAR...)
- Send it as early as possible! (ALWAYS before the mission/visit starts!)
- We can't add costs you did not select
- If an advance payment is foreseen → email to the relevant FM mailbox
- After the delegated officer approval → we will process it → you will see on the platform the commitment number (for bookings...)

MISSION REIMBURSEMENT

- To be submitted within 4 months → SAR
- Clear and complete!
- All prepaid expenses clearly inserted
- Expenses inserted in incurred currency
- Taxi receipts must be dated!
- Unclear/weird/complicated? ADD A NOTE
- Do not attach what you do not want us to reimburse!
- If dailies are requested → travel docs needed
- Weekends and holidays are usually not covered by dailies
- Special travel routes → SAR or regular travel estimate equivalent
- It will eventually be mandatory to insert a mission report or boarding passes

VISIT REIMBURSEMENT

- To be submitted within 4 months → SAR
- Clear and complete!
- All prepaid expenses clearly inserted
- All expenses shall be inserted in incurred currency
- Taxi receipts must be dated!
- Unclear/weird/complicated? ADD A NOTE (dates, itinerary, shared expenses...)
- Do not attach what you do not want us to reimburse!
- Visitor name must be included in event list (if linked to an event)
- If same rules apply for an event (i.e. max 200€ per participant) write it in all requests

Entry/Leave Travels

All personnel (teaching and administrative staff, trainees)
↓
entitled to get reimbursed for entry/leave travel costs

- **(HR) TEACHING** (profs, research and academic assistants) → real expenses, relatives included [*HC Decision No. 7/2014*]
- **(HR) ADMINISTRATIVE** → flat-rate (km), relatives included [*HC Decision No. 6/2014*]
- **(HR) TRAINEES** → real expenses [*PD No. 16/2023*]
- **FELLOWS** (MWF, JMF, STG, Civica) → real expenses

!! All supporting docs inserted by the traveller → reimbursement platform
[Reimbursements login](#), commitments/payments managed by the relevant FM !!

!! Travel by car → reimbursement 1st class rail (quotation Travel Agency) !!

EUI IVA-VAT Certificates

Since 2018, the EUI can directly issue VAT and IVA exemption certificates for suppliers in case of request. The certificates are not compulsory.

If a supplier requests for a VAT or IVA exemption, EUI internals can introduce the request through a digital platform. The requests cannot be made for quotes or for amounts below 300 EUR.

To request a VAT exemption certificate → [NINTEX](#)

- Please insert the request in due time
- Always provide a commitment number or the details of an ongoing EUI action involving the provider who requires the certificate

External Collaboration contracts

User Manual → available on the NINTEX platform

- REQUEST: adm. assistant/collaborator fills in the necessary data (contractor/company's name, bank details, description of tasks, budget line, period of work, amount, CV and quote if applicable) → delegated authority approves

Details on how the amount has been decided and how to be paid → No salary scheme! Objective reasons!

- BFA financial manager creates the commitment
- Signatures by contractor + EUI legal representative (i.e. BFA Head of Sector) !! All signatures are digital !!
- Signed contract is sent to the requestor and the contractor *by email*

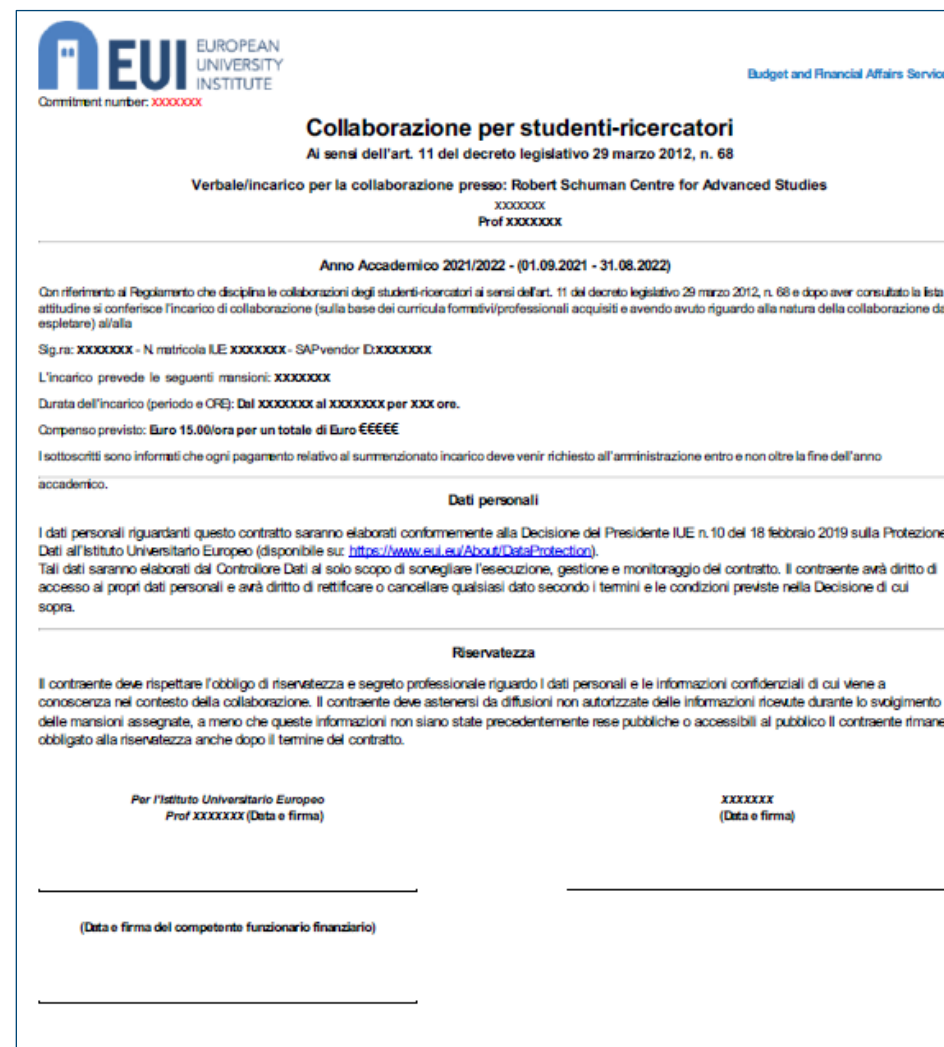
!! BFA financial manager may reject the contract, and the request should be corrected and sent again !!

!! Amendments may be inserted in case the contract has not finished yet, but the original contract has been already signed !!

REMEMBER:

- The request should be submitted well in advance (at least 10 days before the work starts)
- Payment conditions based on results, not on the time period worked (e.g. in case of partial payments)
- Value below 15.000 EUR = 1 quote/1 supplier / above 15.000 EUR = at least 3 quotes/3 suppliers required → Procurement rules!

- Only for Researchers (incl. MWF, LLM, STG master) → please check the status
- Max 200 h per AY (01/09 – 31/08) → please check
- Work to be completed and the payment requested within the academic year (31/08)
- Fixed hourly rate: i.e. 16.50€ (2023/2024)
- Minimum: it is strongly advised no less than 200€
- Timesheets may be required for EC funded projects
- Request for preparation to the competent FM
- Request and authorisation of the delegated officer
- Relevant information where needed for the job (ie: name, hours, dates, description of work, project director, supervisor agreement...)



EUROPEAN UNIVERSITY INSTITUTE
Commitment number: XXXXXXXX

Budget and Financial Affairs Service

Collaborazione per studenti-ricercatori
Ai sensi dell'art. 11 del decreto legislativo 29 marzo 2012, n. 68

Verbale/incarico per la collaborazione presso: Robert Schuman Centre for Advanced Studies
XXXXXXX
Prof XXXXXXXX

Anno Accademico 2021/2022 - (01.09.2021 - 31.08.2022)

Con riferimento al Regolamento che disciplina le collaborazioni degli studenti-ricercatori ai sensi dell'art. 11 del decreto legislativo 29 marzo 2012, n. 68 e dopo aver consultato la lista di attitudine si conferisce l'incarico di collaborazione (sulla base del curriculum formativo/professionali acquisiti e avendo avuto riguardo alla natura della collaborazione da espletare) all/alla

Sig.ra: XXXXXXXX - N. matricola IUE XXXXXXXX - SAP vendor ID: XXXXXXXX

L'incarico prevede le seguenti mansioni: XXXXXXXX

Durata dell'incarico (periodo e ORE): Dal XXXXXXXX al XXXXXXXX per XXX ore.

Compenso previsto: Euro 15.00/ora per un totale di Euro €XXXX

I sottoscritti sono informati che ogni pagamento relativo al summenzionato incarico deve venir richiesto all'amministrazione entro e non oltre la fine dell'anno accademico.

Dati personali

I dati personali riguardanti questo contratto saranno elaborati conformemente alla Decisione del Presidente IUE n. 10 del 18 febbraio 2019 sulla Protezione Dati all'Istituto Universitario Europeo (disponibile su: <https://www.eui.eu/About/DataProtection>). Tali dati saranno elaborati dal Controllore Dati al solo scopo di sorvegliare l'esecuzione, gestione e monitoraggio del contratto. Il contraente avrà diritto di accesso ai propri dati personali e avrà diritto di rettificare o cancellare qualsiasi dato secondo i termini e le condizioni previste nella Decisione di cui sopra.

Riservatezza

Il contraente deve rispettare l'obbligo di riservatezza e segreto professionale riguardo i dati personali e le informazioni confidenziali di cui viene a conoscenza nel contesto della collaborazione. Il contraente deve astenersi da diffusioni non autorizzate delle informazioni ricevute durante lo svolgimento delle mansioni assegnate, a meno che queste informazioni non siano state precedentemente rese pubbliche o accessibili al pubblico. Il contraente rimane obbligato alla riservatezza anche dopo il termine del contratto.

Per l'Istituto Universitario Europeo
Prof XXXXXXXX (Data e firma)

XXXXXXX
(Data e firma)

(Data e firma del competente funzionario finanziario)

Contracts - other

		Small job	Academic Collaborator	Academic Assistant	External collaborator
Researcher	1st year	OK	NO	NO	NO
	2nd year	OK	NO	NO	NO
	3rd year	OK	OK*	OK*	NO
	4th year	OK	OK*	OK*	NO
	5th year	OK	OK*	OK*	NO
Ex- Researcher	Thesis submitted and defended	NO	NO	OK	OK

Small job	<i>Incarico</i> up to 200 hours (per academic year)
Academic Collaborator	Fixed: 3 months at 7/30 Only one per academic year *Please always consult the Academic Service beforehand
Academic Assistant	Intermission of studies may be required depending on contract *Please always consult the Academic Service beforehand
External collaborator	Place of work + fiscal residence of contract's holder

- Small job and External Collaborator contracts are managed directly by the **Financial Service**
- For details on each type of contract, please contact **Human Resources**
- Intermission is subject to limits and needs to be discussed in advance with the **Academic Service**

Event organisation

Budget for events

TITLE				Project no.	
DATE				ASO	
ACADEMIC ORGANISER/S					
ADMINISTRATIVE ORGANISER/S					
		no.	cost per unit	quantity	total amount
HOTEL					-
TRAVEL	see appropriate section for details				-
FEES	see appropriate section for details				-
LUNCHES & DINNER					-
internal catering -	see appropriate section for details				-
dinner/s out of EUI					-
LOCAL TRANSPORTATION	see appropriate section for details				-
TECHNICAL EQUIPMENT					-
OTHER					-
				TOTAL	
Date of approval					
Signed by					

Prior to the start

BY EMAIL ONLY

Request the closure or reduction of commitments when no longer needed.




Increases >300€ or new natures of expenditure need re-authorisation by signatories.



Event organisation Checklist



With the support of the
Erasmus+ Programme
of the European Union

- ✓ List of participants (draft accepted)
- ✓ Event Programme with logo (check which is applicable)
- ✓ Cost estimates for reception expenses (internal catering or external restaurants)
- ✓ Cost estimates for travel and accommodation → 
- ✓ Local transportation estimate (bus reservation form) → 
- ✓ Porters overtime if needed (cost)
- ✓ Quotation by audio-visual tendered firm and other providers, if needed
- ✓ Any extra authorisations needed (see Visitors policy) 
- ✓ If the event generates revenues → external.revenues@eui.eu (remember overheads!!)

Reception and Representation Expenses

Ceilings to be respected

- **Ratio**
 - ┌ Dinners – up to 5 internals
 - └ Lunches – up to 5 internals + 3 researchers/fellows
- **Amount**
 - ┌ Restaurant/catering services at home: up to EUR 50.00
 - └ Self-catered (at home): up to EUR 25.00

Everyone
who receives
an EUI salary
or grant is
considered
INTERNAL

➤ **Exceptions to President's Decision**

- ✓ Prior authorisation by the Director of the Academic Service/Secretary General

S.A.R.

Examples

- Not respecting the ceilings on ratio or amount
- Meals for partners/family members

**(!) You must have these info
before ordering any services (!)**

Travel tickets can only be ordered with: **Fund centre + commitment number.**

Your confirmation email will serve as « bon à payer » no further action will be requested as it is paid directly by credit card (Airplus).

The confirmation message should include in the Subject: Fund Centre – Commitment Number – Name of the Traveller (i.e. 14 – 3600009483 – SMITH).

The mailbox Financial Management - Travel Tickets FM.Traveltickets@eui.eu should always be in cc when giving the final confirmation to the Travel Agency that the ticket has to be issued.

- For bookings up to 4 people: accommodation standard applies (including booking, changes and cancellation) unless accommodation plus is requested.
 - For bookings for 5 people or more: accommodation **plus** applies.
- * Fees are due even if the booking is cancelled.
- ** Fees are due on the whole booking.
- Travel Tickets FM.Traveltickets@eui.eu should always be in cc when giving the final rooming list & confirmation to the Travel Agency and, together with the relevant FM. By submitting the final rooming list you declare that any changes will be notified by way of a revised rooming list, therefore confirming the related bon à payer.

Hotels in Florence are paid directly with Airplus. The hotel invoices are sent directly to the EUI.

Hotels outside of Florence are invoiced by the travel agency directly.

Fees are invoiced by the travel agency and are based on the original booking.

COMPULSORY: accommodation directly paid by EUI shall be booked through EUI travel agency

Payments

Applicable to new collaborator(s)/ provider(s)

- [Bank details form](#) → to be sent to the Accounting Service
acc-vendors-customers@eui.eu
 - If hardcopy → signed by beneficiary
 - If electronic → forward original email from the beneficiary
- Payments in EURO, unless for:
 - USD bank accounts without SWIFT
 - Invoices issued in different currency
 - Upon specific request of Visitor

([Exchange rates](#) of the European Commission)

[Credit Card/online purchases](#) are managed by the Accounting Service → acc-credit-card@eui.eu

Invoices **MUST** be sent by the supplier to digital.invoices@eui.eu exclusively!

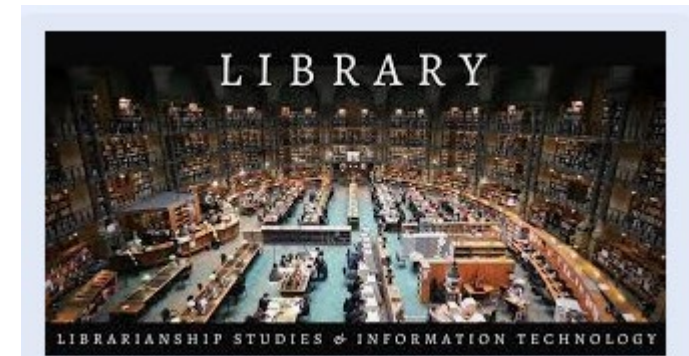
Please notice:

All bank fees arising in Italy shall be borne by the EUI.

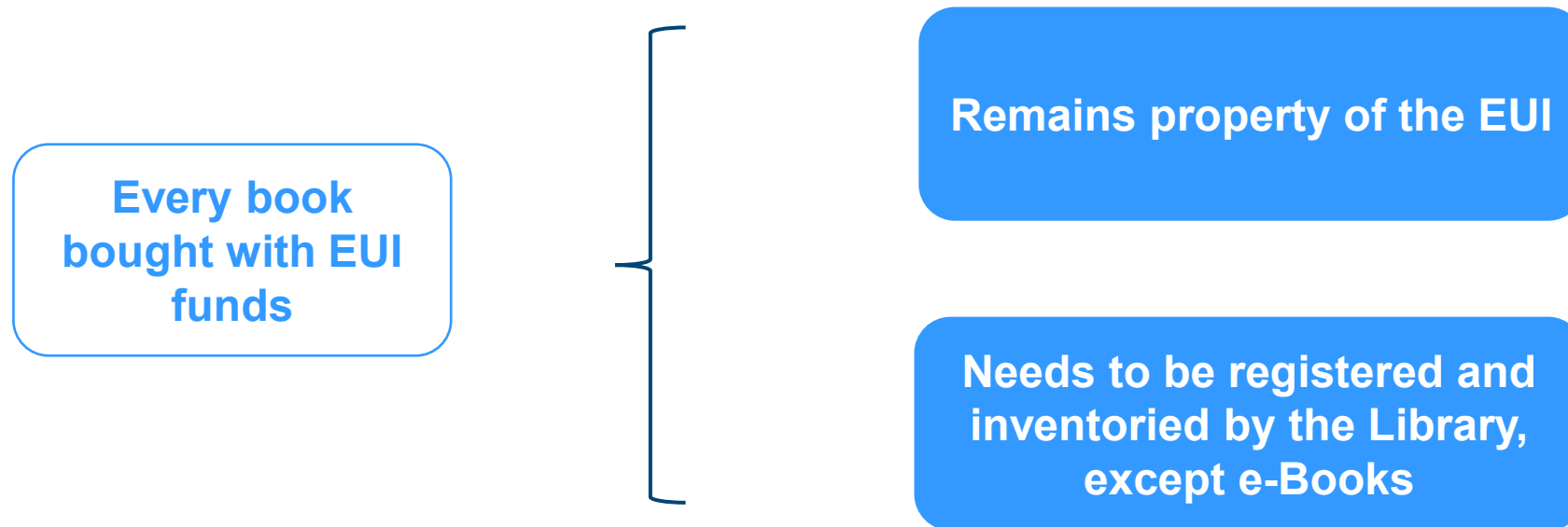
Any banking fees in other countries shall be borne by the beneficiary.

Bank details for visitors shall be inserted by themselves in the reimbursement app!

OVERVIEW OF SERVICE PURCHASES

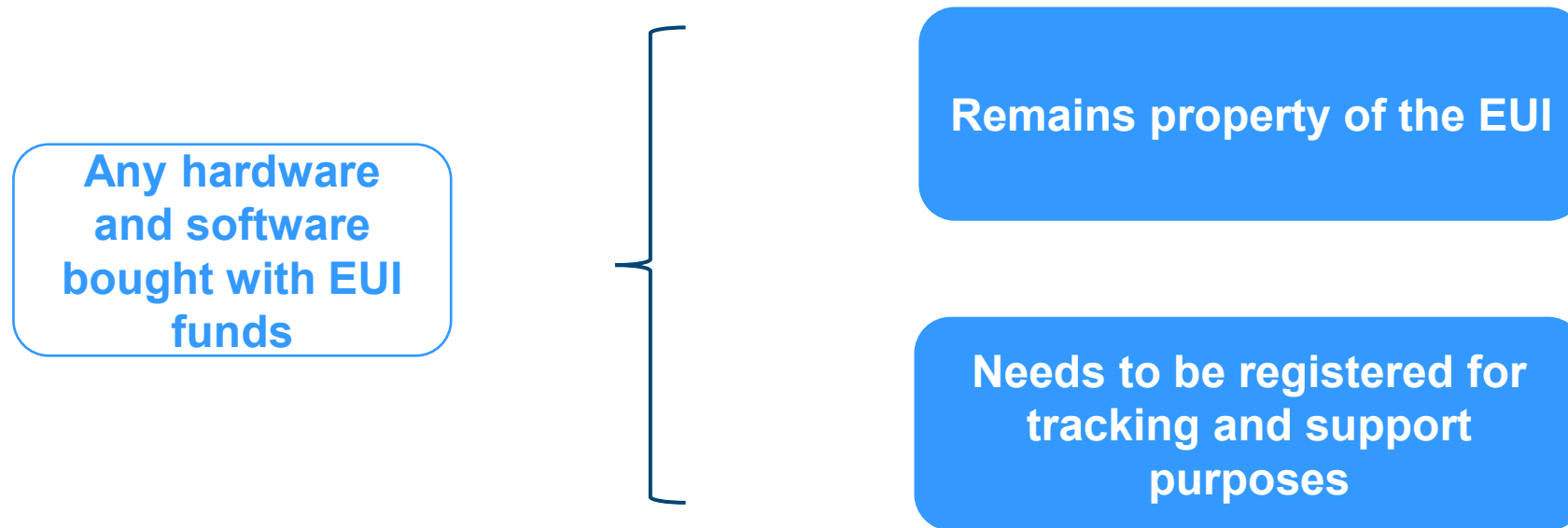


Book purchase



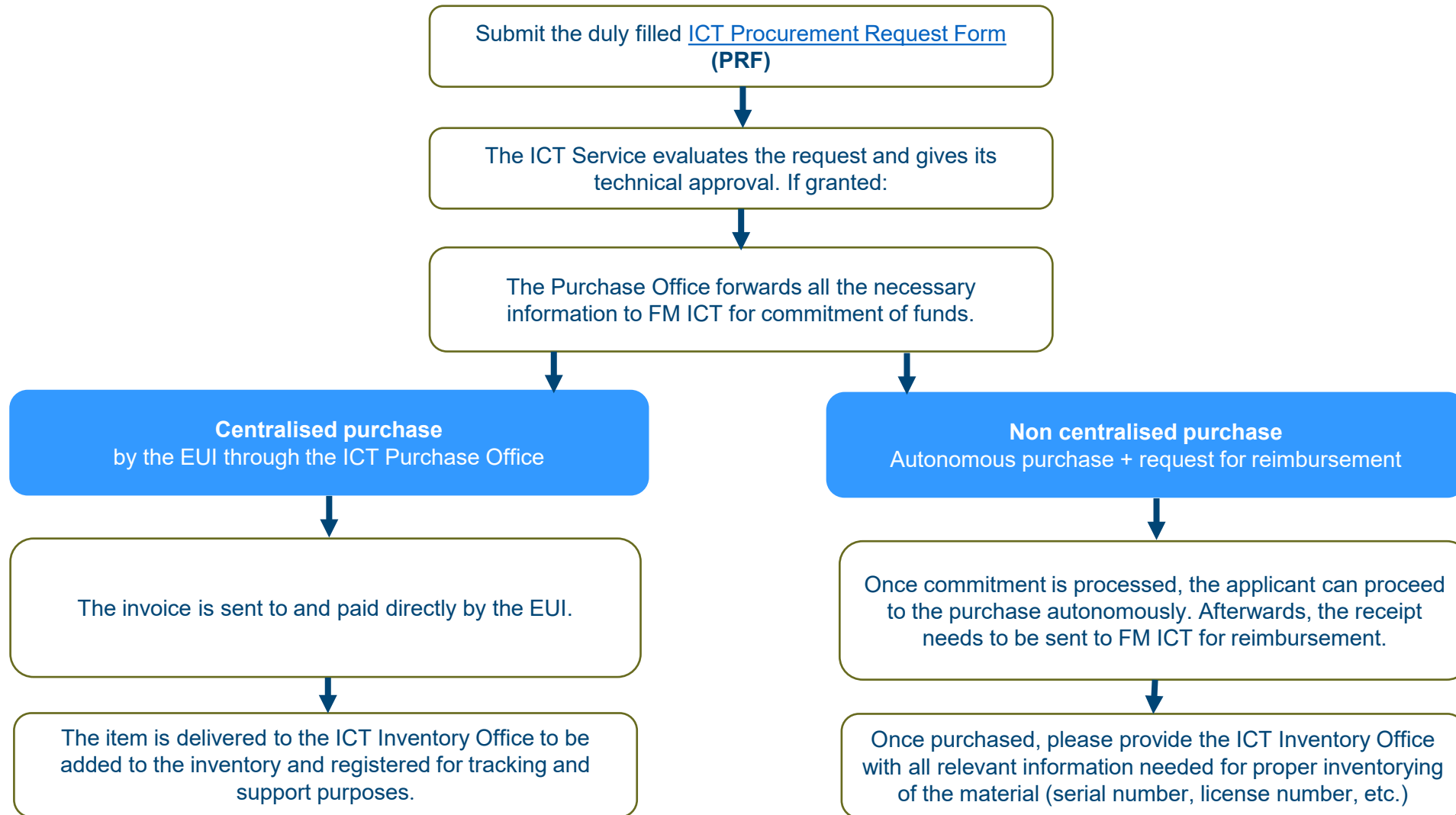
!! Please remember to request prior opinion/approval from the Library !!

ICT material purchase

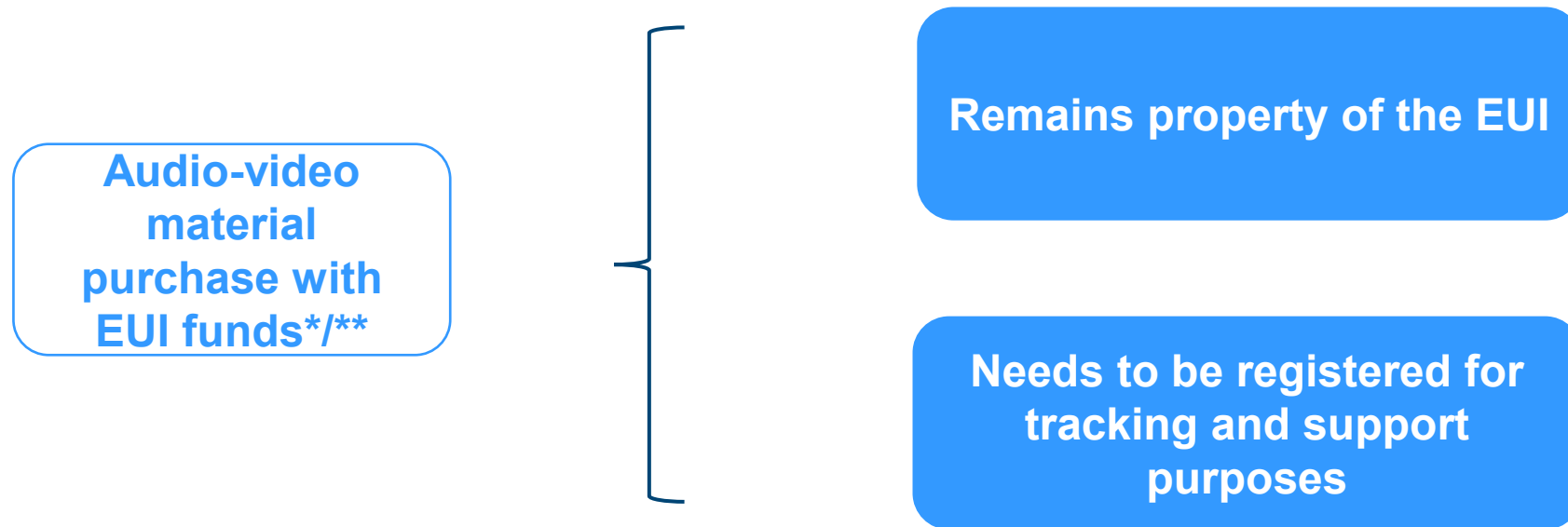


!! Please remember to request prior opinion/approval from the ICTS !!

ICT material purchase



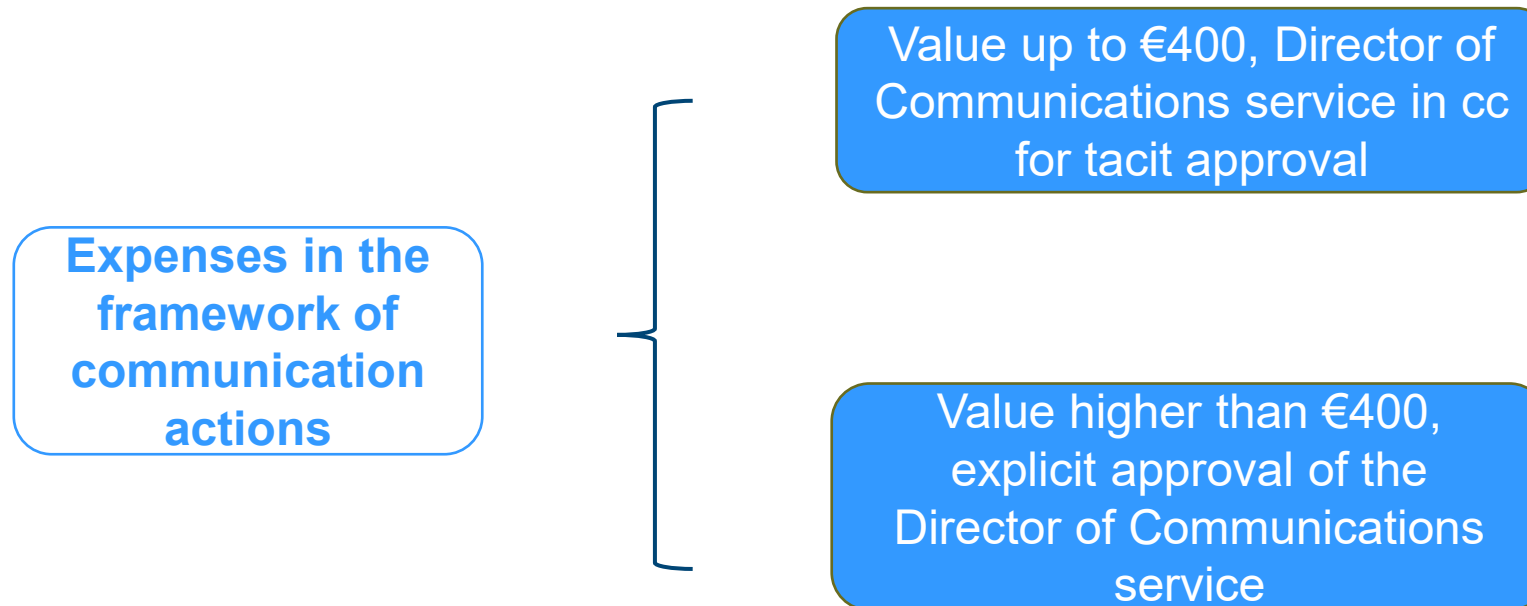
Audio-video material purchase



*When purchasing services, please request a quote to AV.PaidServices@eui.eu

**Please remember to request prior opinion/approval from the ICTS

Communication Service



→ publishing, publicity activities, shop & gadgets...

Academic Service

**Expenses related
to academic
activities**

→ **language courses, external collaborations/small job
with linguistic nature, translation services...**

**!! Please remember to request prior opinion/approval from
the AS Director (or delegate) !!**

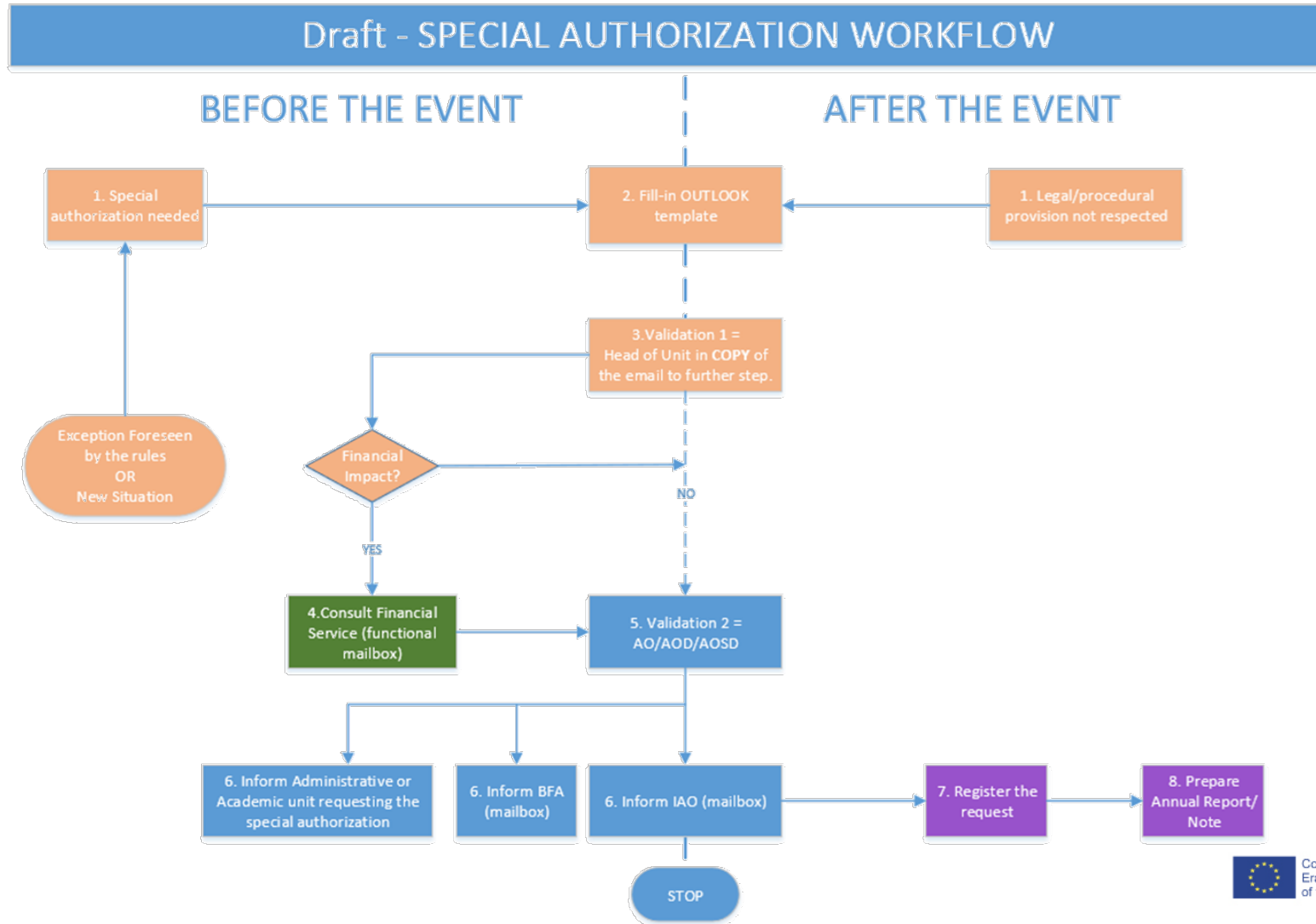
Human Resources

Expenses related to training, e.g. training courses to attend outside the EUI



!! Please remember to request prior opinion/approval from the HR Director (or delegate) !!

Special authorisation request (SAR)



FIS-SAP is a copy of operations carried out in SAP

It is updated on a daily basis and if an operation is done it will be there!



Project Detail

Descriptor	Date begin: 01/01/23	Date end: 31/12/24	Closed: -
Contract/Grant	Administrated by: A.S.O. of the department		
Department:	Internal code		
Manager:			
Subventions:			
Notes			

Project budget year 2024

Minibudget	Initial	Carried	Final	Committed	Available
***39 BUDGET ADJUSTEMENT	30.466,21		30.466,21	0,00	30.466,21
11 RESEARCH ASSOC.	46.000,00		46.000,00	45.524,58	475,42
110 PERSONNEL	120,00	150,00	270,00	270,00	0,00
12 PART-TIME PROF.	69.000,00		69.000,00	50.970,06	18.029,94
20 MISSIONS	5.000,00		5.000,00	904,00	4.096,00
30 TEMP.STAFF	170.000,00		170.000,00	165.631,65	4.368,35
Totals	320.586,21	150,00	320.736,21	263.300,29	57.435,92

Project commitments year 2024

All commitments Only open commitments

MiniBud	Date	Des	Account	Committed	Availability
110	01/01/23		E41.214507-3000017604.00011	270,00	0,00
11	01/01/24		E41.214507-3600032602.00005	11.041,65	11.041,65

How to identify if a provider has been paid:

Commitment details year 2024						
Date	Doc.	Status	Mov	Desc. mov.	Amount Curr.	Amount EUR Des
22/03/24	3000019184	X	65	Commitment	1.807,10 EUR	1.807,10
22/04/24	3000019184	X	655	Commitment - Adjustment	159,13 EUR	159,13
06/05/24	6240501296	PAID	57	Payments	238,55 EUR	238,55
06/05/24	6240501330	PAID	57	Payments	1.727,68 EUR	1.727,68

- If the status is PAID the «Date» is when the payment was sent from the EUI (please consider 24-72 hours for the payment to be received) → contact Accounting for info or details.
- If the status is «Payment in Workflow» the payment is still not sent → contact relevant FM for info or details.