

Instruction for Financial Reporting

How to Report your costs to RDC?

ID	Budget Heading	Supporting Documents/Checklist
1	Travel Costs (TA)	<ul style="list-style-type: none"> • Invitation Letter is mandatory with responsibility and mode of payment explained. • Travel Order is compulsory, approved in advance (Template 9.1 Front page) • Travel Bill for Project Staff (Template 9.2 Back Page) • TOR/Contract Agreements with rate and mode of payment clearly mentioned for Staff on Contract. • Bus tickets/ taxi bills (no VAT/PAN needed) • Receipts of Payment for Vehicle Hire (PAN/VAT added) • Vehicle on Hire Agreement copy • Copy of Vehicle Owner's Blue Book or Driver's License
2	Daily Staff Costs (DA) or Costs of Stay	<ul style="list-style-type: none"> • Proof of Attendance/Participation in events. • Boarding Passes and copy of E- ticket is compulsory for calculation of number of days DA is applicable.
3	Salary & Extra Incentives	<ul style="list-style-type: none"> • Copy of Biometrics as proof of attendance with Time-In and Time-Out. Field level Project Staff shall submit Time Sheet (Template 5) only. • Time Sheet for Full Time Faculty as Project Staff on Contract (Template 5) with Committed Level of Effort (Contracts Hours Per day) clearly mentioned. • Contract Agreement (Template 14)
4	Purchases (Fixed Assets, Capital Expenses)	<ul style="list-style-type: none"> • Requisition form duly filled-in and approved (Template 16 for Consumables, Template 17 for Durables) • Copy of Purchase Order • Copy of Receipts (PAN/VAT) • Proof of Store Entry
5	Subcontracting	<ul style="list-style-type: none"> • Copy of Subcontracts, invoice, receipts, tangible outputs (Approved reports)

Miscellaneous Notes:

1. Submit a copy of evidence of budgeted allowance signed by funding agency with budgetary breakdown mentioning clearly the bank details in the Contract Agreements for transfer of Salary/Incentives.
2. Any bills with ESTIMATE are not accepted. Submit PAN or VAT bills for all kinds of expenditures, in particular if the bills amount exceeds NPR 5,000 PAN/VAT bill is must.
3. In case of Communication (telephone etc) RECHARGE CARDS are not accepted. Submit bills or e-copies of transfer statement.
4. Template 6.2 Voucher for Minor Expenses (to be used only in the case of Taxi fare), in case printed statement is not available.
5. While submitting Application for Advance, also submit estimated budget expenditure details.
6. Payment to Third Party is the responsibility of Finance Section on your recommendation.

Please see itemize explanation in the following pages for Item 1 and Item 2;

Item 1: Unit Costs for Travel (TA-Travel Allowance) in Proposal Writing

1. Travel distances may be calculated using the distance calculator in Proposal Writing for estimation of Travel Costs.
2. The beneficiary must identify the distance of travel to calculate the amount while developing a proposal and mention the amount to support the round trip.
3. Financial support will ONLY be provided for travels that are directly related to the achievement of the objectives of the project.
4. All Project staff shall obtain Travel Order (TO), one week in advance, before the travel, from the Registrar. In case where experts from other organizations/institutions are involved as Resource Person for short term, there is no need of TO, however a LETTER OF CONTRACT (LOC) clearly indicating the Terms of Conditions in accordance with the KU-RDC Policy is a must. This LOC is furnished by the Directorate of KU-RDC.

Table 1.1 Distance band in km and unit cost per participant in practice in European Commission

Distance band (in KM)	Unit cost per participant (in US\$)
8000 KM and above	1100
Between 4000- 7999	820
Between 3000-3999	530
Between 2000-2999	360
Between 500-1999	275
Between 100-499	180

5. Payment as per given scheme is subjected to availability of budget under the Project heading. The real amount to be paid is as mentioned in the Employment Contract (Ref. <http://ku.edu.np/research/index.php/policy/>)

Job title	Designation	Nepal (NPR)	India (IRS)	SAARC (except India) (US\$)	All Other Countries of the World) (US\$)
All titles	All designated persons	As budgeted	As budgeted	As budgeted	As budgeted

NB: Submit Travel Invoice for payment. Invoice shall not exceed the budgeted rates. If exceeded RDC won't take responsibility for adjustment or direct payment.

Item 2: DA (Daily Allowance): Unit Costs for Stay (wef. 1 Sept 2016)

1. Costs of stay are based on the duration of the activities of the participants. Number of days in field must not exceed 15 days at one time, when exceeded; only 50% claim on DA is permissible on additional number of days.
2. Costs of stay are also based on available budget. If the budget is available, Project Staff can bill DA as budgeted, however additional claim is subjected to Contribution to KU/ Corpus Fund besides Govt of Nepal's Taxation Policy (TDS) (See Example 1).
3. Advance clearance when delayed (35 days from date of return) is subjected to bank interests.

Job title	Designation	Nepal (NPR)	India (IRS)	SAARC (except India) (US\$)	All Other Countries of the World (US\$)
Principal Investigator (PI), Co-PI, and Project Coordinator (PC)	Professors and Associate Professors	2500/-	2500/-	125	175
	Assistant Professors and Lecturers	2000/-	2000/-	100	150
Research Associates	Professors and Associate Professors	2,500	2,500	125	175
	Assistant Professors and Lecturers	2,000	2,000	100	150
Research Fellows	All levels	1500	1500	80	120
Research Assistants	All levels	1500	1500	80	120
Project Executives	All levels	2500	2500	125	175
Project Manager	All levels	2000	2000	100	125
Project Officer	All levels	2000	2000	100	150
Project Support Staff	All levels	1500	1500	80	120

Example 1: DA allowed by KU for a Professor/Associate Professor is NPR 2500, your funding agency permits NPR 5,000, you are on duty for 2 days, you will receive approved amount of NPR 8000. See reporting format below.

Travel Bill								
Travel Expenses				Daily Allowances			Other Expenses	
Mode of Transportation	Class	Rate	Total	Days	Rate (Rs)	Total	Detail	Total (NPRs)
				2	2500	5000		
				2	5000	10000		
		Total		2		8000		

Expenses Detail (NPRs):		
Travel Expenses (A)		Attached the bill.
Daily Allowances (B)	Allowable (in black): 5000 Permissible (in red): 10000 Difference: 5000 Contribution: NPR 2000 (40% of NPR 5000) Approved Payment (in green): NPR 8000 (60% of Difference + Allowable) - 15% TDS applies as per Govt of Nepal Taxation Policy.	

In case of any confusion visit <http://ku.edu.np/research/wp-content/uploads/2015/06/Policy-costing-and-pricing-Remuneration-Schemes.pdf> or write to research@ku.edu.np