Procedure Description for Support of

Kaunas University of Technology

Students‘ Organisations

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Students‘ Organisation)

**FINANCIAL REPORT OF THE PROJECT**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Name of the Project)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date)

|  |  |  |  |
| --- | --- | --- | --- |
| **Data on the use of funds** | | | |
| Name of expenses | Amount (Eur) | | Expenses supporting document name, date and No. |
| Dedicated | Used |
| Payment for the executor of the project, lecturers and other professionals, required (payment under copyright agreement) | 145,12 | 145,12 | |  |  | | --- | --- | | 2013-08-19, VAT Invoice SERIE TILL No. 0401-0584840 | 23,5 | | 2013-07-18, VAT Invoice SMU1 256553 | 121,62 |  |  | | --- | | **Example** | |
| Rent of auditoriums or other places |  |  |  |
| Transport rent, payment for transport tickets (bus, trains, etc.) |  |  |  |
| Rent of equipment, tools and other supplies (computers, photocopiers, etc.) |  |  |  |
| Low-value measures (stationary, household goods, etc.) |  |  |  |
| Communication costs (phone, fax, mail, internet and etc.) |  |  |  |
| Accommodation of participants |  |  |  |
| Meals for participants |  |  |  |
| Expenses for copying, translating and etc. |  |  |  |
| Other expenses |  |  |  |
| Total |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Head of the Project |  |  |  |  |
|  |  | (Signature) |  | (Name and Surname) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Head of Students‘ Department |  |  |  |  |
|  |  | (Signature) |  | (Name and Surname) |