**Fisa de Evidenta a Cheltuielilor – An 2019**

**1. INFORMATII GENERALE DESPRE ETAPA DE EXECUTIE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nr. crt.** | **Denumirea indicatorului** | **Planificat** | **Realizat** | **Cauze de nerealizare**  **(daca e cazul)** |
| **1** | **FINANTARE DE LA BUGET (lei)** |  |  |  |
| **2** | **AVANS ACORDAT** |  |  |  |
| **3** | **FINANTARE DIN ALTE SURSE**  *(grant CE, taxe de participare,sponsorizari etc., daca este cazul)* **(lei)** |  |  |  |

**2. CHELTUIELI DE PERSONAL (buget)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Nr. crt.** | **Nume si prenume** | **CNP** | **Pozitia in cadrul proiectului** | **ian.**  (lei) | **ore/luna** | **Feb.** | **ore/luna** | **Mar.** | **ore/luna** | Apr. | **ore/luna** | Mai. | **ore/luna** | ... | **ore/luna** | ... | **Dec. 2019**  (lei) | **ore/luna** | **Total cheltuieli salariale**  (lei) |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 9= 5+7+9+11+13+....+18 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

***(5,7) Cheltuieli salariale = salariu net angajat + contributii angajat + contributii angajator***

***(6,8,) % dintr-o norma intreaga de lucru alocata proiectului in acea luna, intre 0 si 100***

**3. CHELTUIELI CU DEPLASARI (buget)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Nr. crt.** | **Nume si prenume** | **Document justificativ (Factura/**  **Data)** | **Perioada deplasarii** | **Tara**  **/**  **Localitatea** | **Denumirea manifestarii** | **Valoare decontata de la buget** | |
| **Valoare transport** | **Valoare cazare** |
| **1** |  |  |  |  |  |  |  |
| **...** |  |  |  |  |  |  |  |
| **n** |  |  |  |  |  |  |  |
| **TOTAL DEPLASARE:** | | | | | |  |  |

**4. CHELTUIELI SPECIFICE (buget)**

***Elaborare,editare si tiparire documente eveniment, materiale consumabile, inchiriere de spatii, echipamente si aparatura specifica, elaborare pagina web., alte cheltuieli de logistica si protocol necesare pentru organizarea evenimentului***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Nr. crt.** | **Denumire** | **Document justificativ**  **Denumire/ nr./ data** | **UM** | **Cant** | **Valoare totala**  **(lei)** | **Valoare decontata de la buget (lei)** |
| 1 |  |  |  |  |  |  |
| … |  |  |  |  |  |  |
| n |  |  |  |  |  |  |
| **TOTAL:** | | | | |  |  |

**5. CHELTUIELI INDIRECTE** *(maxim 10% din chelt. cu personalul + chelt. de deplasare + chelt. specifice)*

Valoare :

Metoda de calculatie si cheia de repartizare a cheltuielilor indirecte:

**Declar pe propria raspundere ca toate cheltuielile sunt efectuate numai in scopul realizarii organizarii evenimentului, cu respectarea angajamentelor asumate prin propunerea de proiect, in conformitate cu prevederile contractului de finantare si ale legislatiei in vigoare.**

Director de proiect**,** Director economic**/** Contabil şef,

--------------------------------- -----------------------------------