

KEF Guidelines for Reporting – Conferences / Publications

1. Technical report

In case a **scientific conference** was co-funded, the following is required within three months after the end of the project period:

- Short report on the conference (5 pages maximum) including programme, list of participants, copy of presentation/poster/paper or abstract, short report on results of the conference.

In case a **publication** was funded:

- The product (e.g. film on CD-ROM, published book,...) as agreed upon in the contract.

2. Financial report

2.1 General requirements:

The financial report has to be submitted according to the contract.

All invoices have to be submitted as originals. Copies of originals are accepted, if the project accounts are embedded in the accounting system of an Austrian university (SAP). In this case the universities have to confirm that (1) the copies of the invoices with a total amount of € [please insert respective amount] correspond to the original invoices and that (2) they are only submitted to the KEF/OeAD-GmbH.

The following requirements have to be met:

- **Foreign currency:** You have to show a currency exchange confirmation or bank receipt confirming the exchange rate. This exchange rate (with the date of the currency exchange confirmation or receipt on your bank account) has to be applied to the respective expenses. If such a currency exchange confirmation or bank receipt is missing, the invoice amount has to be converted at the exchange rate defined by the Austrian Ministry of Finance for the month in which the expenditure was made. https://www.bmf.gv.at/zoll/Kassenwerte_Zollwertkurse.html?q=kassenwerte
- **Eligible exchange rates** can be found on credit card statements and exchange receipts issued by banks. Please be aware that online currency converter, such as OANDA, will not be accepted.
- The **correct rates of exchange** have to be stated in your report.
- **Refunding:** Only expenses that are supported by invoices will be refunded. The instalments already paid to you have to be stated in your report.
- An invoice absolutely has to contain the following:
 - Name and address of the issuer of the bill (invoice)
 - Place and date of issue
 - Exact specification of the object purchased or of the service provided
 - Currency, amount, and tax, if any

- Balancing endorsement (= endorsement confirming that the bill was duly paid; this can also be proved by submission of a confirmation of the money transfer / statement of account).
- In case you did not use the entire amount that was granted, the remaining amount has to be refunded to KEF/OeAD-GmbH. **Overheads are not acceptable**; all expenses have to be supported by invoices!

2.2. Co-funding of conferences:

- **Travel & subsistence for conference participation:**

Only invited experts from a developing country according to the DAC-list are eligible for reimbursement of travel and subsistence costs. Travel and subsistence expenses have to be based on the [guidelines of the Austrian Reisegebührenvorschriften \(RGV\)](#). The use of the columns (1, 2a, 2b, 3) usually depends on the type of employment of the person who travelled. Only the rates of columns 1, 2a, and 2b can be reimbursed; we recommend the use of category 2a.

Please note the following:

- Travel and subsistence includes international and in-country travel expenses.
- Purpose, date and duration of travel, cost and number of flights, subsistence rates and number of days have to be specified on your travel bills.

Supporting documents which have to be provided:

- the original boarding cards and ticket receipts

- **General event costs and other:**

In case co-funding was granted for the organisation of an event, all essential receipts have to be provided.

Should the expenses for an item/service exceed 3.600 €, at least two competitive bids have to be enclosed.

Supporting documents which have to be provided:

- Invoices, competitive bids

2.3. Scientific publications

(Co-)funding can be granted for printing and distribution costs. Should the expenses for an item/service exceed 3.600 €, at least two competitive bids have to be enclosed.

Supporting documents which have to be shown:

- Invoices, competitive bids

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