



AUN/SEED-Net



Financial Guidelines

**Research and Education Grant for the University Consortium
(REd-UC)**

ASEAN University Network

Southeast Asia Engineering Education Development Network (AUN/SEED-Net)

Released in March 2023

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1. Basic Principles

- 1) All grantees awarded any grants offered by AUN/SEED-Net must agree to conform to the financial rules and regulations as described in this document.
- 2) The management of the grants must adopt the Japanese Fiscal Year (JFY) system, which starts from April and ends in March of the following year.
- 3) Any grant funds unexpended or uncommitted at the end of a certain JFY must be promptly returned to AUN/SEED-Net. The leftover money can neither be carried over nor offset by the budget of the following JFY.

2. Contract Preparation and Budget Management

- 1) The approved grant lasts for three JFYs, starting from JFY 2023 until December 2025. The grantee determines the number of JFYs needed for implementation.
- 2) The number of JFYs needed for implementation defines the number of program contracts. A contract is needed for each implementing JFY.
- 3) In JFY2023, a contract comes into effect from the contract signing date to March 31, 2024. It is subject to change in each JFY.
- 4) The yearly budget is capped at USD 16,000 per JFY. The sum of the yearly budget must not exceed the grant approved at the time of award announcement.
- 5) In JFY 2023, 80% of the yearly budget is disbursed after a program contract is signed. The remainder is processed after the second submission of the reports as described in [Section 3, Clause 6.](#)
- 6) A program contract is made between AUN/SEED-Net and Member Type A only.
- 7) The budget disbursement from AUN/SEED-Net to the grantee is made only through Member Type A. Only an authorized bank account of the university is applicable for money transfers.
- 8) Member Type A is held solely responsible for the budget planning and the allocation to Member Types B and C, if necessary.
- 9) AUN/SEED-Net reserves the right to adjust the annual budget as deemed necessary.

3. Financial Report

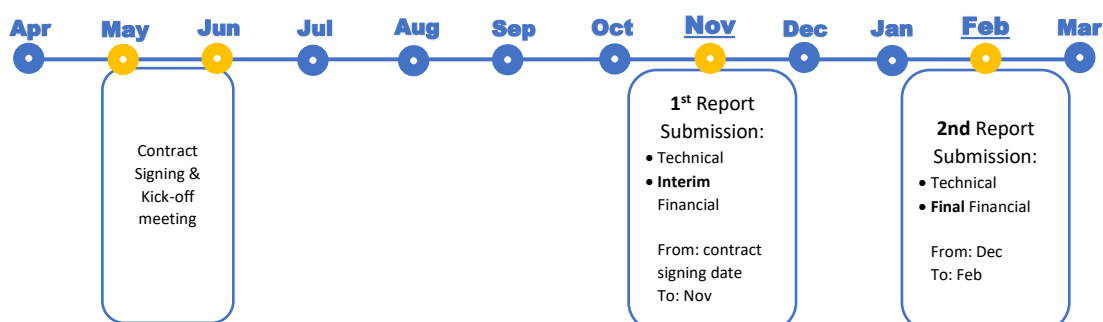
- 1) Both technical reports and financial reports are required.
- 2) Member Type A is held solely responsible for financial reporting and compiling the necessary documents from other member types.
- 3) Financial reporting refers to the submission of two reports: interim and final. Both financial reports are mandatory for every JFY.
- 4) Four elements make up the reports and these must be compiled in the following order.

Document		Definition	Form/Reference
1	Account book	Spreadsheet with entries for budget and expenditure transactions	Download
2	Payment slip	Cover page for individual transactions	Download
3	Receipt	Proof of payment	Section 4
4	Supplemental document	Additional document to justify certain types of expenditure	Section 4

5) The differences in composition between the interim and final financial reports are summarized as follows.

Type	Account book	Payment slip	Receipts	Supplemental document
Interim report	✓			
Final report	✓	✓	✓	✓

6) The submission schedule and coverage of the reports for JFY 2023 are as follows. It is subject to change in each JFY.



7) The final report must be submitted in hard copy. Reports produced on re-used paper are not acceptable.

4. Eligible Expenditures

The following regulations are applicable to expenditure transactions.

- 1) Eligible expenditures are those deemed necessary solely for the implementation of the proposed grant activity. Those suspected of being for personal or leisure use are considered to be ineligible.

- 2) Eligible expenditures must be presented with proof of payment, such as a receipt.
Proof of payment must be:
- ✓ In original hard copy
 - ✓ Issued by the supplier/service provider/university system
 - ✓ Free from any correction
 - ✓ Dated between the beginning and end of the effective contract period
 - ✓ Addressed to any person belonging to Member Types A, B, and C
- 3) As proof of payment, AUN/SEED-Net will accept any of the following:
- ✓ Receipt
 - ✓ E-receipt
 - ✓ Invoice stamped as paid
 - ✓ Cash on delivery note
 - ✓ Tax invoice
 - ✓ Cash invoice
 - ✓ Credit card statement
 - ✓ Payment voucher automated by the university system
- 4) When an original hard copy cannot be supplied, a photocopy must be certified and authorized as a true copy.
- 5) If the total amount stated on the proof of payment exceeds USD 1,000, at least one more quotation must be presented.
- 6) Proof of payment must be in English. If not, an English translation is required.
- 7) Whenever currency conversion is applied, evidence of the exchange rate must be presented. The date on the evidence must match that on the proof of payment.
- 8) Trustworthy sources of the exchange rate may be one of the following:
- ✓ Credit card statement
 - ✓ <https://www.oanda.com/currency/converter/>
 - ✓ Money exchange company
 - ✓ National/central bank of each ASEAN member state
 - ✓ Rate applied to the budget transfer made by AUN/SEED-Net
 - ✓ Unified rate of the university
- 9) Eligible expenditures exclude those where the proofs of payment are addressed to Member Type D.¹
- 10) Eligible expenditures additionally exclude the following.
- ✓ Entertainment
 - ✓ Equipment priced higher than USD 3,000
 - ✓ Food and drink
 - ✓ Fuel and gasoline
 - ✓ Phone bills
 - ✓ Salary
 - ✓ Souvenirs

¹Members of industry are not permitted to receive financial assistance under the Japanese Official Development Assistance (ODA) program through JICA.

- ✓ Tuition fees
- ✓ University overhead fees

- 11) Items expended by the grant money must eventually belong to any university partners.
- 12) AUN/SEED-Net reserves the right to decline any transaction not fully adhering to the rules and regulations.
- 13) For certain groups of expenditure, additional conditions are set. Supplemental documents are also required for such transactions.
- 14) To justify a certain expenditure, AUN/SEED-Net reserves the right to request documents other than those previously mentioned.

A. Traveling

Expenditure	Conditions	Supplemental documents
Airfares	<ul style="list-style-type: none"> ✓ Only claims for economy class are allowed. ✓ The following costs must be deducted from airfares: <ul style="list-style-type: none"> • Extra charges for seat selection • Extra baggage allowance • In-flight meal or entertainment that is not free of charge • Fees and charges arising from any changes or cancellations 	<ul style="list-style-type: none"> ✓ Boarding pass ✓ Trip report
Local transportation	<ul style="list-style-type: none"> ✓ The following claims are strictly prohibited: <ul style="list-style-type: none"> • Top-up cards for any transportation system • Use of personal vehicles (rental or public vehicles are recommended) 	<ul style="list-style-type: none"> ✓ Trip report
Taxi	<ul style="list-style-type: none"> ✓ Trips must be strictly for business purposes only. A mix of personal and business claims is not allowed. ✓ If proof of a taxi payment cannot be supplied, a receipt referred to as "Form" in the template regulated by AUN/SEED-Net is required. 	<ul style="list-style-type: none"> ✓ Trip report ✓ Receipts issued by taxi with precise pick-up point and destination ✓ Receipt in template regulated by AUN/SEED-Net, if applicable
Immigration related	-	<ul style="list-style-type: none"> ✓ Trip report
Travel insurance	-	<ul style="list-style-type: none"> ✓ Trip report ✓ Insurance policy
Daily & accommodation allowance	<ul style="list-style-type: none"> ✓ Payment must not exceed the ceiling rates, as determined in the following table. ✓ If payment is made according to the ceiling rate, a receipt referred to as "Form" in the template regulated by AUN/SEED-Net is required. 	<ul style="list-style-type: none"> ✓ Trip report ✓ Receipt in template regulated by AUN/SEED-Net, if applicable

AUN/SEED-Net Ceiling: Trip Allowance Ceiling (in USD)

Destination	Japan/ Singapore		Other member states in the ASEAN		South Asia/ Africa		Outside city of Member Type A	
	DA	Acc	DA	Acc	DA	Acc	DA	Acc
Traveler								
Academic/ Admin staff	35	120	30	90	25	80	15	70
Students	30	80	20	70	15	70	15	70
DA = Daily Allowance Acc = Accommodation Allowance								

- ✓ The figures in the above table apply to trips lasting up to 15 days, inclusive of travel days.
- ✓ AUN/SEED-Net must be consulted about any trips taking more than 15 days or beyond the designated destinations.
- ✓ Payment for domestic trips is allowed only if these are outside the city in which Member Type A is located and must include at least one overnight stay.

B. Honorarium

Expenditure	Conditions	Supplemental documents
General commissioned work	✓ Payment is made upon the completion of service.	✓ Certified copy of the hired person's ID
Guest speaker/ Lecturer	✓ Payment must be made at a justifiable rate.	✓ Work schedule ✓ Reference for justified payment rate

Expenditure	Conditions	Supplemental documents
Research Assistant (RA)	<ul style="list-style-type: none"> ✓ Those who are eligible for remuneration must meet the following qualifications. <ul style="list-style-type: none"> • A master's or doctoral degree student studying at a partner university at the time of hiring. • Not Singapore or Brunei nationals. <ul style="list-style-type: none"> • Not AUN/SEED-Net scholarship students at the time of hiring. ✓ Hiring duration is up to 90 days per JFY. ✓ Payment must not exceed the ceiling rate, as determined in the following table. ✓ If payment is made according to the ceiling rate, a receipt referred to as "Form" in the template regulated by AUN/SEED-Net is required. 	<ul style="list-style-type: none"> ✓ A hiring contract in writing stating the job description and work schedule ✓ Certified copies of <ul style="list-style-type: none"> • Passport • Proof of status as a master's or doctoral degree student ✓ Receipt in template regulated by AUN/SEED-Net, if applicable

AUN/SEED-Net Ceiling: Honorarium for Research Assistants

Student	Rate per day (in USD)
Master's	20
Doctoral	24

C. Support for Scholarship Students

Expenditure	Conditions	Supplemental documents
Medical and life insurance	<ul style="list-style-type: none"> ✓ Those who are eligible for the support must meet the following criteria. <ul style="list-style-type: none"> • A master's or doctoral degree student studying at a partner university during program implementation. • A national of an ASEAN member state, except Singapore and Brunei or countries in South Asia or Africa. 	<ul style="list-style-type: none"> ✓ Certified copies of <ul style="list-style-type: none"> • Passport or student ID card • Proof of status as a master's or doctoral degree student ✓ Insurance policy

Expenditure	Conditions	Supplemental documents
Monthly allowance	<ul style="list-style-type: none"> ✓ Those who are eligible for support must meet the following criteria. <ul style="list-style-type: none"> • A master's or doctoral degree student studying at a partner university during program implementation. • A national of an ASEAN member state, except Singapore and Brunei or countries in South Asia or Africa. ✓ Payment must not exceed the <u>ceiling rate</u>, as determined in the following table. 	<ul style="list-style-type: none"> ✓ Certified copies of <ul style="list-style-type: none"> • Passport or student ID card • Proof of status as a master's or doctoral degree student ✓ Receipt in template regulated by AUN/SEED-Net, if applicable

AUN/SEED-Net Ceiling: Monthly Allowance for Scholarship Students

Study location	Rate per month (in USD)
An ASEAN member state	650
Japan	800

- ✓ Actual payment is proportionate to the actual number of days spent at a particular study location.
- ✓ AUN/SEED-Net must be consulted about any study location beyond the above-mentioned designated destinations.

D. Other

Expenditure	Conditions	Supplemental documents
Publication fees	✓ Authors must be a consortium team member	✓ Copy of publication stating the name of the author
Conference fees	✓ Participants must be a consortium team member	✓ Conference program which includes participant's name
Textbooks	✓ Content must be relevant to the study topic	✓ Copy of the book cover
Equipment priced higher than USD 350	-	✓ Certificate of Handover

5. Templates Regulated by AUN/SEED-Net and Samples of Supplemental Documents

- 1) This section provides the document templates regulated by AUN/SEED-Net and samples of the supplemental documents.
- 2) A template refers to a mandatory form for financial reporting, while a sample serves as a reference. The document could be in any other format.

Type	Document		Template/Sample	Click here for reference
Financial reporting	1	Account book	Template	Download
	2	Payment slip	Template	
Travel allowance	3	Receipt for Daily and Accommodation allowance	Template	
	4	Taxi receipt	Template	
	5	Trip report	Sample	
Honorarium – research assistant	6	Receipt for honorarium payment	Template	
	7	Hiring contract	Sample	
	8	Work schedule	Sample	
Honorarium – guest speaker/lecturer	9	Reference for justified payment rate	Sample	
Support for scholarship students	10	Receipt for monthly allowance	Sample	
Others	11	Certificate of Handover	Template	

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For inquiries, please email: contact@aun-seed.net