



AUN/SEED-Net



Financial Guidelines

Regional Conference Program

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

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1. Basic Principles

- 1) Being awarded with any grants offered by AUN/SEED-Net, all grantees 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 the implementation period must be promptly returned to AUN/SEED-Net.

2. Contract Preparation and Budget Management

- 1) A program contract is made between AUN/SEED-Net and the organizing university.
- 2) A contract is in effect from the contract signing date until January 15, 2024.
- 3) The grant amount is for organizing an event that lasts two days.
- 4) The grant disbursement from AUN/SEED-Net is made to the organizing university via bank transfer. Only an authorized bank account of the university can be used for the transaction.
- 5) The approved grant is disbursed in full only after submission of the financial report, as described in [Section 3](#).
- 6) AUN/SEED-Net reserves the right to adjust the grant as it deems necessary.

3. Financial Report

- 1) The organizing university is held solely responsible for financial reporting and compiling the necessary documents from the parties concerned.
- 2) Four elements make up the financial report and the report compilation must be in the following order.

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

- 3) The final financial report must be submitted in hard copy. Reports produced with re-used papers are not acceptable.
- 4) The submission of the final financial report must be made within one month after the end of the event.

4. Eligible Expenditures

The following regulations are applicable to expenditure transactions.

- 1) Eligible expenditures are those deemed necessary solely for the purposes of organizing an event. Those suspected of being for personal or leisure use will be considered ineligible.
- 2) Eligible expenditures must be presented with proof of payment, a so-called receipt.
The proof of payment must be:
 - ✓ In original hard copy
 - ✓ Issued by the supplier/service provider/university system
 - ✓ Free from any corrections
 - ✓ Dated between the effective contract period
- 3) As proof of payment, AUN/SEED-Net accepts:
 - ✓ 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 as a true copy.
- 5) If the total amount on the proof of payment exceeds 1,000 USD, at least one more quotation must be presented.
- 6) Proofs of payment must be in English. If not, 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 could be one of the following:
 - ✓ Credit card statement
 - ✓ [Https://www.oanda.com/currency/converter/](https://www.oanda.com/currency/converter/)
 - ✓ Money exchange company
 - ✓ National/central bank of each ASEAN member state
 - ✓ Rate applied to budget transfers made by AUN/SEED-Net
 - ✓ Unified rate of university
- 9) Eligible expenditures **exclude** the following.
 - ✓ Entertainment
 - ✓ Equipment that costs higher than 3,000 USD
 - ✓ Food and drink
 - ✓ Fuel and gasoline
 - ✓ Phone bills
 - ✓ Salary
 - ✓ Souvenirs
 - ✓ Tuition fees
 - ✓ University overhead fees
 - ✓ Extra reception dinner
 - ✓ Testing and quarantine costs

10) Items expended by the grant money must eventually belong to the organizing university.

11) For certain groups of expenditure, additional conditions are set. Supplemental documents are also required for such transactions. AUN/SEED-Net reserves the right to request documents other than those mentioned below.

Expenditure	Conditions	Supplemental documents
Meeting package <i>A meeting package refers to a combination of the venue rental, lunch, coffee breaks, and one reception dinner.</i>	<ul style="list-style-type: none">✓ Proof of payment must be described as “meeting package.”✓ Proof of payment with wording referring to food, drink, and entertainment will not be accepted.✓ Only one event reception is acceptable.	<ul style="list-style-type: none">✓ Copy of event registration sheet✓ Conference program/schedule
Event organizer/Travel agent	<ul style="list-style-type: none">✓ A service provider cannot be an individual. Only companies are permitted.✓ The appointment and payment for the service provider are subject to the approval of AUN/SEED-Net.	-

12) The grant money can also support individual participants from universities in South Asia and Africa. The selection and number of support recipients are subject to the approval of AUN/SEED-Net.

13) Financial support for individual participants includes accommodation, domestic transportation, registration fee, and publication fee.

14) AUN/SEED-Net reserves the right to decline any transaction deemed to not fully adhere to the rules and regulations.

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

1) In this section, a grantee can refer to the document templates regulated by AUN/SEED-Net and samples of the supplemental documents.

2) A template is 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	Download

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