

**Financial report****PL-BY-UA
2014-2020****Contract title:** Operation of the Branch Office of the ENI CBC Programme Poland-Belarus-Ukraine 2014-2020 in Rzeszów, Poland**Contract number:** PLBU.05.01.00-18-0003/17-00, addendum PLBU.05.01.00-18-0003/17-01**Contractor:** Podkarpackie Voivodeship**Reporting period:** 2019-01-01 - 2019-12-31

Lp.	Name of experts	Actual day worked	Fee rate <EUR>	Eligible costs <EUR>			
1	2	3	4	5	6	7	8

I. Expert Fees

1	Alicja Wosik-Majewska, Head of BO				219	140,00	30 660,00
2	Monika Plątek-Kozioł, Senior Expert				221	120,00	26 520,00
3	Szymon Skubicki, Junior Expert				48	120,00	5 760,00
4	Mateusz Dziura, Junior Expert				173	120,00	20 760,00
Subtotal:							83 700,00

Lp.	Invoice Number	Brief Description of Invoice	Date of Invoice	Date of payment	Currency of Invoice	Invoice amount	Currency exchange rate	Eligible costs <EUR>
1	2	3	4	5	6	7	8	9

II. Incidental Expenditure**II.1 Functioning of the Branch office in Rzeszów****II.1.1 Professional development trainings for staff**

1	No 15/02/P/19	Costs of participation of Alicja Wosik-Majewska in the training titled "Protection of personal data in projects co-financed by the European Funds" in Warsaw (Poland), RTE No 45.	21.02.2019	05.03.2019	PLN	690,00	4,3146	159,92
2	Travel settlement No 670/2019	Per diems and trip costs for Alicja Wosik-Majewska, participation in the training titled "Protection of personal data in projects co-financed by the European Funds" in Warsaw (Poland), RTE No 45.	28.02.2019	06.03.2019	PLN	368,00	4,3146	85,29
3	No 109/05/2019	Airline tickets RZE-MUC-PMO-MUC-RZE 13-16.05.2019 for Monika Plątek-Kozioł, participation in the "Network meeting of ENI CBC communication managers" organized in Palermo, Italy. RTE No 52.	18.05.2019	30.05.2019	PLN	1 204,57	4,2944	280,50

4	Travel settlement No 70/2019	Per diems and accommodation for Monika Piątek-Kozioł, participation in the "Network meeting of ENI CBC communication managers" organized in Palermo, Italy, RTE No 52.	20.05.2019	08.05.2019, 03.06.2019	PLN	2 168,30	4,2944	504,91
5	Travel settlement No 6456/2019	Per diems and tickets for Mateusz Dzłura, participation in the internal training titled "Selection of contractors in projects financed from the European Funds" in Warsaw, RTE No 66.	06.12.2019	10.12.2019	PLN	334,20	4,3212	77,34
Subtotal:						4 765,07	-	1 107,96

II.1.2 Working meetings with the JTS

1	Travel settlement No 528/2019	Per diems, accommodation and parking fees for Alicja Wosik-Majewska, participation in the JTS and Programme BOS' meeting in Warsaw on 11th-12th February 2019, RTE No 42.	18.02.2019	25.02.2019	PLN	319,50	4,2905	74,47
2	No 0464037983	Costs of the fuel used during the trip: Rzeszów-Warszawa-Rzeszów regarding the participation in the JTS and Programme BOS' meeting in Warsaw on 11th-12th February 2019, RTE No 42.	19.02.2019	27.02.2019	PLN	214,03	4,2905	49,88
3	Travel settlement No 5032/2019	Per diems and accommodation for Alicja Wosik-Majewska, participation in the JTS and Programme BOS' meeting in Warsaw on 8th October 2019 and in the meeting of the Association of Communes of the Podlaskie Voivodeship on 7th October 2019 in Rozlogi (Poland), RTE No 59 and RTE No 60.	09.10.2019	16.10.2019	PLN	522,50	4,3865	119,12
4	Travel settlement No 5033/2019	Per diems and accommodation for Mateusz Dzłura, participation in the JTS and Programme BOS' meeting in Warsaw on 8th October 2019 and in the meeting of the Association of Communes of the Podlaskie Voivodeship on 7th October 2019 in Rozlogi (Poland), RTE No 59 and RTE No 60.	09.10.2019	16.10.2019	PLN	522,50	4,3865	119,12
5	No 0464471184	Costs of the fuel used during the trip: Rozlogi-Warszawa-Rzeszów regarding the participation in the JTS and Programme BOS' meeting in Warsaw on 8th October 2019 and the trip: Rzeszów-Białystok-Rozlogi regarding the participation in the meeting of the Association of Communes of the Podlaskie Voivodeship on 7th October 2019 in Rozlogi (Poland), RTE No 59 and RTE No 60.	17.10.2019	25.10.2019	PLN	365,86	4,3865	83,41
6	Travel settlement No 6326/2019	Per diems, accommodation and parking fees for Alicja Wosik-Majewska, participation in the JTS and Programme BOS' meeting and in the internal training on 3rd CfPs organized by the JTS in Warsaw on 28th November 2019, RTE No 65.	29.11.2019	10.12.2019	PLN	447,50	4,3212	103,56
7	Travel settlement No 6327/2019	Per diems and accommodation for Mateusz Dzłura, participation in the JTS and Programme BOS' meeting and in the internal training on 3rd CfPs organized by the JTS in Warsaw on 28th November 2019, RTE No 65.	02.12.2019	05.12.2019	PLN	389,50	4,3212	90,14

8	No 0464556009	Costs of the fuel used during the trip: Rzeszów-Warszawa-Rzeszów regarding the participation in the JTS and Programme BOŚ meeting and in the internal training on 3rd CFPs organized by the JTS in Warsaw on 28th November 2019 and the trip: Rzeszów-Kraszycyn-Rzeszów regarding the participation in the "Implementation of the Cross-border Cooperation Programme Poland-Belarus-Ukraine 2014-2020 in the Podkarpackie Voivodeship" Conference in Kraszycyn (Poland). RFIE No 64 and RFIE No 65	03.12.2019	16.12.2019	PLN	341,02	4,3212	79,92
Subtotal:						3 122,41	-	718,62

II.2 Support in the organization of the JMC and other meetings related to the Programme Implementation

II.2.1 Important Programme events

1	Travel settlement No 69/2019	Per diems for Alicja Wosik-Majewska, participation in the 5th Meeting of the Joint Monitoring Committee of the CBC Programme PL-BY-UA 2014-2020 in Niasviž (Belarus). RFIE No 49.	29.04.2019	08.05.2019	PLN	143,97	4,2944	33,53
2	No 8820/376491	Costs of the insurance policy for the participant (Alicja Wosik-Majewska) of the 5th Meeting of the Joint Monitoring Committee of the CBC Programme PL-BY-UA 2014-2020 in Niasviž (Belarus). RFIE No 49.	15.04.2019	24.04.2019	PLN	8,00	4,2950	1,86
3	Travel settlement No 143/2019	Per diems for Alicja Wosik-Majewska, participation in the Annual Conference of the Programme in Hrodna (Belarus). RFIE No 54.	27.06.2019	17.07.2019	PLN	158,37	4,2515	37,25
4	No 01/07/M/2019	Costs of the transport (including lunch and insurance) for Polish participants of the Annual Conference of the Programme in Hrodna (Belarus). RFIE No 54.	02.07.2019	18.07.2019	PLN	18 040,00	4,2515	4 243,21
Subtotal:						18 350,34	-	4 315,85

II.3 Implementation of the information and communication plan

II.3.1 European Cooperation Day

1	No FM/7/2019/09	Costs of organizing the Final Event of the Educational Campaign within the 2019 European Cooperation Day on 11-14th September 2019 in Rzeszów. RFIE No 56.	27.09.2019	03.10.2019	PLN	144 260,00	4,3865	32 887,27
Subtotal:						144 260,00	-	32 887,27

II.3.2 Europe-Ukraine Forum

1	Travel settlement No 271/2019	Per diems for Alicja Wosik-Majewska, participation in the 12th Europe-Ukraine Forum in Jasionka (Poland). RFIE No 41.	29.01.2019	31.01.2019	PLN	15,00	4,3028	3,49
2	Travel settlement No 275/2019	Per diems for Szymon Skublicki, participation in the 12th Europe-Ukraine Forum in Jasionka (Poland). RFIE No 41.	29.01.2019	31.01.2019	PLN	15,00	4,3028	3,49

3	Travel settlement No 276/2019	Per diems for Monika Piątek-Kozioł, participation in the 12th Europe-Ukraine Forum in Jaslonka (Poland). RTE No 41.	29.01.2019	31.01.2019	PLN	15,00	4,3028	3,49
4	No (S)FS-1141/01/2019	Purchase of accessories for the needs of the catering for visitors of the PBU stand during 12th Europe-Ukraine Forum in Jaslonka (Poland). RTE No 41.	17.01.2019	23.01.2019	PLN	47,26	4,3028	10,98
5	No FV000178	Costs of the catering (food products) for visitors of the PBU stand during the 12th Europe-Ukraine Forum and 3rd Eastern Fair in Jaslonka. RTE No 41.	22.01.2019	31.01.2019	PLN	216,42	4,3028	50,30
6	No 2019/01/0067	Costs of the ad in the catalog of exhibitors of the 3rd Eastern Fair in Jaslonka (Poland). RTE No 41.	28.01.2019	01.02.2019	PLN	61,50	4,2905	14,33
7	No 2019/01/0086	Organization of participation (entrance charge) of Monika Piątek-Kozioł and Szymon Skymbicki in the 12th Europe-Ukraine Forum in Jaslonka (Poland). RTE No 41.	29.01.2019	11.02.2019	PLN	246,00	4,2905	57,34
8	No 293/01/2019	Cost of the stand's equipment (payment for connecting to electricity power) during the 3rd Eastern Fair in Jaslonka (Poland). RTE No 41.	31.01.2019	19.02.2019	PLN	61,50	4,2905	14,33
Subtotal:						677,68	-	157,75

II.3.3 Trainings / workshops / conferences

1	Travel settlement No 223/2019	Per diems for Monika Piątek-Kozioł, participation in the Scientific Conference "Security in the area of the Cross-border Cooperation Programme Poland-Belarus-Ukraine" in Uzhgorod (Ukraine). RTE No 61.	28.10.2019	31.10.2019	PLN	93,51	4,3865	21,32
2	No 3/10/2019	Costs of the transport (including lunch and insurance) for Polish participants of the Scientific Conference "Security in the area of the Cross-border Cooperation Programme Poland-Belarus-Ukraine" in Uzhgorod (Ukraine). RTE No 61.	29.10.2019	06.11.2019	PLN	7 170,00	4,2629	1 681,95
3	Travel settlement No 5573/2019	Per diems for Alicja Wosik-Majewska, participation in the PBU2 Opening Conference in Białowieża (Poland). RTE No 63.	31.10.2019	07.11.2019	PLN	15,00	4,2629	3,52
4	Travel settlement No 5578/2019	Per diems for Mateusz Dziura, participation in the PBU2 Opening Conference in Białowieża (Poland). RTE No 63.	31.10.2019	07.11.2019	PLN	15,00	4,2629	3,52
5	Travel settlement No 254/2019	Per diems for Alicja Wosik-Majewska, participation in the Forum of Journalists in Lutsk (Ukraine). RTE No 68.	19.12.2019	30.12.2019	PLN	87,38	4,3212	20,22
6	Travel settlement No 255/2019	Per diems for Monika Piątek-Kozioł, participation in the Forum of Journalists in Lutsk (Ukraine). RTE No 68.	19.12.2019	30.12.2019	PLN	87,38	4,3212	20,22
Subtotal:						87,38	-	1 750,75

II.3.4 Programme brochures / publications / maps

1						0,00	-	0,00
Subtotal:						0,00	-	0,00

II.3.5 Photo coverage of investments before/after project implementation

1						0,00	-	0,00
Subtotal:						0,00	-	0,00

II.3.6 Info Days, Open Days

1	Travel settlement No 1828/2019	Per diems and accommodation for Alicja Wosik-Majewska, participation in the meeting regarding the 2021-2027 financial perspective in Lutowska (Poland) and in the event titled "Europe open for everyone - 15 years of change in the Podkarpackie Voivodeship" in Muczne (Poland). RTE No 50.	06.05.2019	13.05.2019	PLN	82,50	4,2944	19,21	
2	No 0464199300	Costs of the fuel used during the trip: Rzeszów-Lutowska-Cisna-Muczne-Rzeszów regarding the participation in the meeting concerning the 2021-2027 financial perspective in Lutowska (Poland) and in the event titled "Europe open for everyone - 15 years of change in the Podkarpackie Voivodeship" in Muczne (Poland). RTE No 50.	17.05.2019	28.05.2019	PLN	149,05	4,2944	34,71	
3	Travel settlement No 2187/2019	Per diems for Monika Piątek-Kozioł, participation in the European Funds Open Days in Stalowa Wola (Poland). RTE No 51.	17.05.2019	23.05.2019	PLN	30,00	4,2944	6,99	
4	Travel settlement No 2188/2019	Per diems for Mateusz Dziura, participation in the European Funds Open Days in Stalowa Wola (Poland). RTE No 51.	17.05.2019	23.05.2019	PLN	30,00	4,2944	6,99	
5	Travel settlement No 4674/2019	Per diems and accommodation for Mateusz Dziura, participation in the Eastern Europe Initiatives Congress on 23rd-24th September 2019 in Lublin as well as in the 6th Eastern Economic Congress on 25-26th September 2019 in Białystok (Poland). RTE No 58.	30.09.2019	03.10.2019	PLN	682,50	4,3865	155,59	
6	Travel settlement No 4679/2019	Per diems and accommodation for Alicja Wosik-Majewska, participation in the Eastern Europe Initiatives Congress on 23rd-24th September 2019 in Lublin as well as in the 6th Eastern Economic Congress on 25-26th September 2019 in Białystok (Poland). RTE No 58.	27.09.2019	03.10.2019	PLN	722,50	4,3865	164,71	
7	Travel settlement No 5395/2019	Per diems and accommodation for Alicja Wosik-Majewska, participation in the Borderline Business Forum in Suwałki (Poland). RTE No 62.	31.10.2019	07.11.2019	PLN	432,50	4,2629	101,46	
8	No 0464497253	Costs of the fuel used during the trip: Rzeszów-Suwałki-Rzeszów regarding the participation in the Borderline Business Forum in Suwałki (Poland). RTE No 62.	05.11.2019	18.11.2019	PLN	339,02	4,2629	79,53	
9	Travel settlement No 6770/2019	Per diems for Monika Piątek-Kozioł, participation in the meeting of representatives of 32 local governments from the Lubelskie Voivodeship in Chełm (Poland). RTE No 67.	12.12.2019	16.12.2019	PLN	15,00	4,3212	3,47	
10	No 0464584155	Costs of the fuel used during the trip: Rzeszów-Chełm-Rzeszów regarding the participation in the meeting of representatives of 32 local governments from the Lubelskie Voivodeship in Chełm (Poland). RTE No 67.	17.12.2019	27.12.2019	PLN	185,78	4,3212	42,99	
Subtotal:							2 668,85	-	615,65

II.3.7 Partner Search Forums

5	No F 0079/2019	The costs of catering services during the 2nd Carpathian Days of Neighborhood on 8th-10th August 2019 in Muczne (Poland). RTE No 55.	15.08.2019	06.09.2019	PLN	27 315,00	4,3809	6 235,02
6	No 0464360623	Costs of the fuel used during the trip: Rzeszów-Smolnik-Muczne-Rzeszów regarding the the 2nd Carpathian Days of Neighborhood in Muczne (Poland). RTE No 55.	19.08.2019	29.08.2019	PLN	137,23	4,2912	31,98
Subtotal:						27 839,84	-	6 357,32

II.3.10 "East of Culture" Festival

1	Reimbursement form as of June 27th, 2019	Cost of the visa, insurance policy and tickets for the winner of the Movie Spot Contest. RTE No 53.	27.06.2019	12.06.2019, 28.06.2019	PLN	586,04	4,2951	136,44
2	No 19/06/FA/TH/4186	Costs of production of the Programme award (statuette) for the winner of the Movie Spot Contest. RTE No 53.	14.06.2019	18.06.2019	PLN	353,10	4,2951	82,21
3	No 1423/2019/04	Cost of the accommodation for the winner of the Movie Spot Contest. RTE No 53.	24.06.2019	01.07.2019	PLN	760,00	4,2515	178,76
4	No 35/06/2019	Cost of the edition of the Programme movie spot (the Movie Spot Contest). RTE No 53.	25.06.2019	04.07.2019	PLN	300,00	4,2515	70,56
5	No FVS-000097/2019	Costs of the Programme promotion during the "East of Culture" Festival in Rzeszów. RTE No 53.	15.07.2019	18.07.2019	PLN	12 935,00	4,2515	3 042,46
6	No 74/2019	Costs of the Programme promotion during the "East of Culture" Festival in Lublin. RTE No 53.	29.07.2019	07.08.2019	PLN	12 930,00	4,2912	3 013,14
7	No DA/180/2019	Costs of the Programme promotion during the "East of Culture" Festival in Białystok. RTE No 53.	17.09.2019	02.10.2019	PLN	12 955,00	4,3865	2 953,38
Subtotal:						40 233,10	-	9 476,95

II.3.11 Other info-promo events and activities

1	No 0464061910	Costs of the fuel used during the trip: Rzeszów-Krasieczyn-Rzeszów regarding the participation in the "Europe of the Carpathians" Conference in Krasieczyn (Poland) and the trip: Rzeszów-Białystok-Rzeszów regarding the organization of the EC Day 2018 exhibition in Białystok (Poland). RTE No 43 and RTE No 44.	04.03.2019	14.03.2019	PLN	376,36	4,3146	87,23
2	Travel settlement No 588/2019	Per diems and accommodation for Szymon Skublicki, organization of the EC Day 2018 exhibition in Białystok (Poland). RTE No 44.	20.02.2019	25.02.2019	PLN	297,50	4,2905	69,34
3	Travel settlement No 1130/2019	Per diems and accommodation for Alicja Wosik-Majewska, disassembly, transport and assembly of the EC Day 2018 exhibition from Białystok to Lublin (Poland). RTE No 46.	21.03.2019	26.03.2019	PLN	251,50	4,3146	58,29
4	Travel settlement No 1133/2019	Per diems and accommodation for Szymon Skublicki, disassembly, transport and assembly of the EC Day 2018 exhibition from Białystok to Lublin (Poland). RTE No 46.	21.03.2019	26.03.2019	PLN	251,50	4,3146	58,29

5	No 0464119336	Costs of the fuel used during the trip: Rzeszów-Białystok-Rzeszów regarding the organization of the EC Day 2018 exhibition in Białystok (Poland). RfIE No 46.	02.04.2019	11.04.2019	PLN	301,28	4,2950	70,15
6	Travel settlement No 1551/2019	Per diems for Alicja Wosik-Majewska, disassembly and transport of the EC Day 2018 exhibition from Lublin to Rzeszów (Poland). RfIE No 47.	08.04.2019	11.04.2019	PLN	15,00	4,2950	3,49
		Subtotal:				1 493,14	-	346,79

II.4 Other tasks supporting the MA, Polish MA, Polish CCP and JTS - IB in their day-to-day implementation of the Programme

1								
		Subtotal:				0,00	-	0,00

1	No 10/02/2019	Costs of the auditor entrusted with verifying the expenditure of the Service Contract Incurred in 2018.	28.02.2019	05.03.2019	PLN	3 690,00	4,3146	855,24
		Subtotal:				3 690,00	-	855,24

TOTAL: 162 015,29

Interest produced by the pre-financing paid by the Contracting Authority to the Contractor during the reporting period: 0,00

Total interest produced by the pre-financing paid by the Contracting Authority to the Contractor by the date: 0,00

Signature: Alicja Wosik-Majewska

KANCELARIA
"Oddział Programu Współpracy Transgranicznej
POLSKA-BIALORUŚ-LITWA 2014-2020 w Rzeszowie"