

Instructions to the Financial Settlement

	Column name	Column description
Column 1	Transaction No.	Please number each item in the table based on the date when the given cost was paid by bank transfer.
Column 2	Transaction date	Please enter the date when the given cost was paid by bank transfer.
Column 3	Original number of document	Please enter the original number on the invoice or receipt as indicated by the supplier (where available).
Column 4	Name of the supplier	Please enter the name of the recipient of the given sum (official name of the natural person or legal entity).
Column 5	Cost description	Please make specific descriptions. Specify each cost according to the Grant Guidelines (Annex 1) , e.g., in case of printing costs please describe the cost and specify number of standard pages/number of copies, etc.).
Column 6	VAT compensation	In case you are a registered VAT payer, you are obliged to ask the compensation from your local tax authorities . The Fund will only reimburse VAT for non-payers by default.
Column 7	Paid amount	To be filled out only by grantees who claim VAT compensation from local tax authorities. VAT cannot be reclaimed from both local tax authorities and the IVF. Please enter the paid sum without VAT and the corresponding sum of the VAT; then include the total amount.
Column 8	Amount covered by IVF	Please enter the sum covered by the Fund in the bank account currency (with max. two decimal places, e.g., 1,250.50).
Column 9	Cost category	Please choose from the cost categories by clicking on the arrow at the bottom right corner of the cell.

[Further instructions – https://www.visegradfund.org/implement/running-a-project/visegrad-visegradplus-strategic-grants/?c=implementing](https://www.visegradfund.org/implement/running-a-project/visegrad-visegradplus-strategic-grants/?c=implementing)

*Legend to cost categories:

1. Printing and publishing
2. Rent and related technical services
3. Expert fees / Fees for authors or artists
4. Accommodation and board
5. Transportation and delivery
6. Translation and interpreting costs
7. Awards and prizes
8. Office supplies / consumption materials
9. Promotional costs
10. Copyrights, licenses and fees
11. Overhead costs