

CONVENTION for Staff Costs

Annex 1

Ref. No A1-BTC-2016/107....Tempus Project No. 544543-TEMPUS-1-2013-1-RS-TEMPUS-JPCR

The reference number must correspond to the progressive numbering indicated in the financial statements of the final report

BETWEEN Business and Technical College of Vocational Studies, Užice, RS
Hereinafter "the Institution*"

AND Name: Nenad Milutinović
Address: Vojvodanska 39
Užice, RS
Hereinafter "the Staff member"

DEPARTAMENT ZA VEŠTAČENJE
BETON
2189/10-1
22.09.2016

THE FOLLOWING HAS BEEN AGREED:

1. The Institution is a member of the partnership for the above-mentioned project
2. The Institution and Staff member agree that the Staff member shall work on this project and perform the following duties during the project's eligibility period

	<i>dd/mm/yy</i>		<i>dd/mm/yy</i>		<i>(No of days)</i>
FROM	01/12/2016	TO	31/01/2017	Duration in days:	23
Duties (see Annex 3):					
	Manager				
X	Researcher, Teacher, Trainer				
	Technical staff				
	Administrative staff				

Please describe the specific duties (short overall indication since detailed information has to be given in the accompanying time-sheet):

Design of the Financial Statement and Final report on implementation of the project.

3. Under no circumstances may salaries and fees exceed local rates of the home country. Fees and salaries should be calculated on the basis of the task performed and not on the status of the person.
4. The cost to be borne by the Tempus grant and/or co-financed is calculated as follows:

Number of days devoted to the project (according to time-sheet)	No of days	23
Staff costs per day in EUR (see rates in Annex 3)	EUR	50
Total cost (Tempus grant and co-financing)	EUR	1150
Please indicate in the corresponding financial statement in the Final Report the amount paid by Tempus and the amount that was co-financed.		

5. This agreement does not alter in any way the employment conditions already existing between the Institution and the Staff member and has been established solely for the purpose of justifying the Staff costs that the Institution will pay from the Tempus grant or will co-finance.

Done in Užice, Serbia

on 31/01/2017

Institution BTC

Staff member

Signature and Stamp of the Institution

* The conventions must be signed by the person concerned, then signed and stamped by the person responsible in the institution where this person is normally employed.



TEMPUS PROJECT TIMESHEET

Project number :	544543-TEMPUS-1-2013-1-RS-TEMPUS-JPCR
Surname :	Milutinović
First Name :	Nenad
Institution :	Business and Technical College of Vocational Studies, Užice
Position :	Teaching assistant
Duties ¹ :	Researcher / Teacher
Period :	01/12/2016-31/12/2016

Date	Number of hours (1 day = 7,5 h)	Work Package	Description of tasks performed
1/12/16	3.50	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
2/12/16	3.50	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
03/12/2016 sat			
04/12/2016 sun			
5/12/16	1.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
6/12/16	1.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
7/12/16	1.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
8/12/16	1.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
9/12/16	1.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
10/12/2016 sat			
11/12/2016 sun			
12/12/16	2.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
13/12/16	2.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
14/12/16	2.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
15/12/16	1.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
16/12/16	1.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
17/12/2016 sat			
18/12/2016 sun			
19/12/16	4.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
20/12/16	7.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
21/12/16	3.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
22/12/16	3.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
23/12/16	4.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
24/12/2016 sat			
25/12/2016 sun			
26/12/16	6.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
27/12/16	7.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
28/12/16	4.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
29/12/16	4.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
30/12/16	6.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
31/12/2016 sat			
TOTAL	68.00		

Calculation working days :	9.1
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¹ Please refer to Annex 1 and 3 of the Guidelines for the Use of the Grant (Manager, etc). For staff performing both administrative and academic tasks (or managerial, academic, technical or administrative tasks), a separate convention must be signed for each type of activity. A corresponding time-sheet has to be attached to each staff convention.

Signature of the tasks performer :

Milutinović N.

Signature of the person responsible in the institution (where the tasks performer is employed) :

N. Zupčić



TEMPUS PROJECT TIMESHEET

Project number :	544543-TEMPUS-1-2013-1-RS-TEMPUS-JPCR
Surname :	Milutinović
First Name :	Nenad
Institution :	Business and Technical College of Vocational Studies, Užice
Position :	Teaching assistant
Duties ¹ :	Researcher / Teacher
Period :	01/01/2017-31/01/2017

Date	Number of hours (1 day = 7,5 h)	Work Package	Description of tasks performed
01/01/2017 sun			
2/01/17			
3/01/17			
4/01/17	7.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
5/01/17	4.50	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
6/01/17	7.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
07/01/2017 sat			
08/01/2017 sun			
9/01/17	7.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
10/01/17	6.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
11/01/17	4.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
12/01/17	2.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
13/01/17	3.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
14/01/2017 sat			
15/01/2017 sun			
16/01/17	7.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
17/01/17	7.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
18/01/17	4.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
19/01/17	1.50	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
20/01/17	7.00	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
21/01/2017 sat			
22/01/2017 sun			
23/01/17	7.50	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
24/01/17	7.50	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
25/01/17	7.50	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
26/01/17	7.50	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
27/01/17	7.50	QPLN 6.2	Design of the Final report on project implementation - design of the Financial Statement; assistance to the Coordinator in design of the Report
28/01/2017 sat			
29/01/2017 sun			
30/01/17			
31/01/17			
TOTAL	104.50		

Calculation working days :	13.9
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¹ Please refer to Annex 1 and 3 of the Guidelines for the Use of the Grant (Manager, etc). For staff performing both administrative and academic tasks (or managerial, academic, technical or administrative tasks), a separate convention must be signed for each type of activity. A corresponding time-sheet has to be attached to each staff convention.

Signature of the tasks performer :

Signature of the person responsible in the institution (where the tasks performer is employed) :

Milutinović N.

ВИСОКА ПОСЛОВНО-ТЕХНИЧКА ШКОЛА
СТРУКОВНИХ СТУДИЈА, УЖИЦЕ
БРОЈ: 2016/11-УАД-02/2
ДАТУМ: 28.11.2016. год.

РЕПУБЛИКА СРБИЈА
ВИСОКА ПОСЛОВНО-ТЕХНИЧКА ШКОЛА
СТРУКОВНИХ СТУДИЈА

БРОЈ: 3595/11-6
28.11.2016.

На основу чл. 2. ст. 2. тач. 1. Закона о ауторским и сродним правима ("Сл. гласник РС", бр. 104/09, 99/11, 119/12) и Уговора о Темпус пројекту „Modernization and Harmonization of Tourism Study Programs in Serbia“, број: 544543-TEMPUS-1-2013-1-RS-TEMPUS-JPCR закључује се:

УГОВОР О АУТОРСКОМ ДЕЛУ

између:

ВИСОКЕ ПОСЛОВНО-ТЕХНИЧКЕ ШКОЛЕ СТРУКОВНИХ СТУДИЈА, УЖИЦЕ, Трг Светог Саве 34, (у даљем тексту: Наручилац посла), коју заступа директор др Ивана Ђировић, с једне стране, и **Ненада Милутиновића**, из Ужица, ул. Војвођанска 39, ЈМБГ 2709979790038 (у даљем тексту: Аутор), с друге стране.

Члан 1.

Аутор ће извршити за рачун Наручиоца посла следеће послове - задатке:

а) Рад на креирању **Финалног извештаја** о имплементацији ТЕМПУС пројекта под називом „Модернизација и хармонизација студијских програма из области туризма“, број 544543-TEMPUS-1-2013-1-RS-TEMPUS-JPCR.

Члан 2.

Аутор дужан је да посао који је предмет овог Уговора изврши у периоду **од 01. децембра 2016. год. до 31. јануара 2017. године**.

Члан 3.

За извршени посао из члана 1. овог Уговора, Наручилац посла платиће Аутору износ од **1 750 еура**, односно 211 664, 25 динара (словима: две стотине једанаест хиљада шесто шездесет четири динара и двадесет пет пара) бруто, односно **156 165, 88 динара у нето износу**.

Укупна утврђена нето накнада у претходном ставу овог члана исплатиће се на текући рачун ,тора по обављеном послу, то јест по усвојеном Извештају или Запису о реализацији појединачних активности.

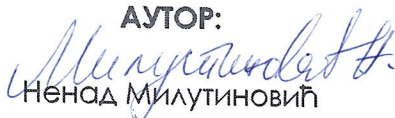
Члан 4.

За све што овим Уговором није предвиђено важи Уговор о Темпус пројекту број: 544543-TEMPUS-1-2013-1-RS-TEMPUS-JPCR, а у случају спора надлежан је суд у Ужицу.

Члан 5.

Овај Уговор је састављен у 4 (четири) истоветна примерка, од којих се 1 (један) примерак налази код Аутора, а 3 (три) примерка код Наручиоца.

АУТОР:


Ненад Милутиновић

ЗА НАРУЧИОЦА ПОСЛА:


Др Ивана Ђировић, директор

РУКОВОДИЛАЦ ПРОЈЕКТА:


Др Милутин Ђуричић

BUSINESS AND TECHNICAL COLLEGE OF
APPLIED SCIENCES, UŽICE
NUMBER: 2016/11-UAD-02/2
DATE: 28 November 2016

Pursuant to Article 2, Paragraph 2, Item 1 of the Law on Copyright and Related Rights ("Official Gazette of RS", no. 104/09, 99/11, 119/12), and the Contract on the Implementation of the TEMPUS Project Entitled "Modernization and Harmonization of Tourism Study Programs in Serbia", number: 544543-TEMPUS-1-2013-1-RS-TEMPUS-JPCR, the following

CONTRACT ON COMMISSIONING THE WORK OF AUTHORSHIP

has been signed between

the **Business and Technical College of Applied Sciences**, from Užice, situated at the following address: Trg Svetog Save 34, and duly represented by its director, Dr Ivana Čirović, (hereinafter referred to as the Commissioning Party), on the one side, and

Nenad Milutinović, from Užice, residing at Vojvodanska 39, whose personal ID number is 2709979790038, (hereinafter referred to as the Author), on the other side.

Article 1

The Author shall undertake to perform the following tasks for the Commissioning Party:

- a) Preparation of the Final Report on the Implementation of the TEMPUS Project Entitled "Modernization and Harmonization of Tourism Study Programs in Serbia", number: 544543-TEMPUS-1-2013-1-RS-TEMPUS-JPCR.

Article 2

The Author agrees to complete the commissioned task which is the subject-matter of this Contract during the period from **1 December 2016 to 31 January 2017**.

Article 3

For the work performed under Article 1 of this Contract, the Commissioning Party shall pay the Author the gross amount of EUR 1,750.00, i.e. RSD 211,664.25 (two hundred and eleven

I hereby certify that this translation completely corresponds to the original text in the Serbian language.

In Užice,
5th July 2017



Ivana Marinković
Court Translator for English Language

Ivana Marinković

thousand six hundred and sixty-four dinars and twenty-five paras), which equals the net amount of RSD 156,165.88.

The total net amount referred to in the previous paragraph of this Article shall be paid into the Author's current account upon the completion of the work, i.e. following the adoption of the Report or the Record of Accomplished Individual Activities.

Article 4

Anything not stipulated in this contract shall be governed by the Contract on the Implementation of the TEMPUS Project no. 544543-TEMPUS-1-2013-1-RS-TEMPUS-JPCR, and in case of a dispute, the competent court shall be the court in Užice.

Article 5

This contract has been made in four identical copies, 1 (one) of which is kept by the Author, and the remaining 3 (three) are in the possession of the Commissioning Party.

AUTHOR
Nenad Milutinović
(signature)

PP Commissioning Party
Ivana Čirović
(signature)

PROJECT COORDINATOR
Milutin Đuričić
(signature)

/At the top of the page, there is a rectangular seal reading as follows: Republic of Serbia, Business and technical College of Applied Sciences, Užice, number: 3595/1-6, date: 28 November 2016, Užice. At the bottom of the page, over the director's signature, there is a round seal the content of which is illegible/

I hereby certify that this translation completely corresponds to the original text in the Serbian language.

In Užice,
5th July 2017



Ivana Marinković
Court Translator for English Language

Ivana Marinković

SEVENTH PAYMENT OVERVIEW (DESIGN OF THE FINAL REPORT)

1 EUR = 120.951 RSD

Payment date:
26 January 2017

UOD - Contract for the supply of services

UAH - Contract on commissioning the work of authorship

Surname, name	Contract	Gross amount [EUR]	Gross amount [RSD]	Net amount [RSD]	Reference number of the corresponding Convention(s) for Staff Costs
Aksentijević Snežana	UAH	200.00	24,190.20	17,847.53	A1-BTC-2016/103
Ćirović Ivana	UAH	700.00	84,665.70	62,466.35	A1-BTC-2016/104 A1-BTC-2016/105
Ćirović Nataša	UAH	1,750.00	211,664.25	156,165.88	A1-BTC-2016/108 A1-BTC-2016/109
Đuričić Milutin	UAH	2,000.00	241,902.00	178,475.30	A1-BTC-2016/099 A1-BTC-2016/100
Jezdović Marija	UOD	115.00	13,909.37	8,790.72	A1-BTC-2016/110
Marinković Ivana	UAH	900.00	108,855.90	80,313.88	A1-BTC-2016/102
Milutinović Nenad	UAH	1,750.00	211,664.25	156,165.88	A1-BTC-2016/106 A1-BTC-2016/107
Petrović Slobodan	UAH	800.00	96,760.80	71,390.12	A1-BTC-2016/101
Poledica Drinka	UOD	150.00	18,142.65	11,466.15	A1-BTC-2016/112
Popović Predrag	UOD	300.00	36,285.30	22,932.31	A1-BTC-2016/111
Vulović Marina	UOD	150.00	18,142.65	11,466.15	A1-BTC-2016/113
TOTAL		8,815.00	1,048,040.42	766,014.13	

$A1-BTC-2016/106 = 600 \text{ EUR}$
 $A1-BTC-2016/107 = 1150 \text{ EUR}$
} TOTAL = 1750 EUR

Specifikacija obračuna za AUTORSKI HONORAR

- 7544543

Šifra	Prezime i ime	Gross		Oporezivi prihod	INCOME TAX		CONTRIBUTION FOR PIO		NET PAYMENT Neto za isplatu
		Bruto	Troskovi %		Porez na doh.gradj.	Doprinos za PIO	Doprinos za zdrav.osig.		
101	BURIČIĆ MILUTIN	241.902,01	104.017,86 43	137.884,15	27.576,83	35.849,88	0,00	178.475,30	
102	MILUTINOVIĆ NENAD	211.664,25	91.015,63 43	120.648,62	24.129,73	31.368,64	0,00	156.165,88	
103	ČIROVIĆ NATAŠA	211.664,25	91.015,63 43	120.648,62	24.129,73	31.368,64	0,00	156.165,88	
104	PETROVIĆ SLOBODAN	96.760,80	41.607,14 43	55.153,66	11.030,73	14.339,95	0,00	71.390,12	
105	ČIROVIĆ IVANA	84.665,70	36.406,25 43	48.259,45	9.651,89	12.547,46	0,00	62.466,35	
106	MARINKOVIĆ IVANA	108.855,90	46.808,04 43	62.047,86	12.409,58	16.132,44	0,00	80.313,88	
107	AKSENTIJEVIĆ SNEŽANA	24.190,20	10.401,79 43	13.788,41	2.757,68	3.584,99	0,00	17.847,53	
U K U P N O TOTAL		979.703,11	421.272,34	558.430,77	111.686,17	145.192,00	0,00	722.824,94	

CALCULATION SPECIFICATION FOR ALL CONTRACTS ON
COMMISSIONING THE WORK OF AUTHORSHIP WITHIN
SEVENTH PAYMENT

PIO - Pension Insurance fund

TAX APPLICATION
TOTAL INCOME TAX + CONTRIBUTION
FOR P10



РЕПУБЛИКА СРБИЈА
МИНИСТАРСТВО ФИНАНСИЈА
ПОРЕСКА УПРАВА
Датум: 25.01.2017.
Саве Машковића бр. 3-5
Београд

(CONTRACTS ON COMMISSIONING
THE WORK OF AUTHORSHIP)

ОБАВЕШТЕЊЕ О ПОДНЕТОЈ ПОЈЕДИНАЧНОЈ ПОРЕСКОЈ ПРИЈАВИ ППП ПД

Потврђује се да је појединачна пореска пријава ППП ПД коју је поднео порески обвезник VISOKA POSLOVNO TEHNIČKA SKOLA, ПИБ 101623886, матични број 07156766 са седиштем TRG SVETOG SAVE 34 100, успешно поднета.

Број одобрења за плаћање је 6891000000011223762

Обавештавамо Вас о подацима на основу којих можете да извршите уплату пореза и доприноса по одбитку.

Број пријаве (УИД)	1100069707
Врста пријаве	ППП ПД
Датум подношења	25.01.2017.
Сврха плаћања	PID-1-2017
Уплатни рачун	840000000000484837
Модел ПНБО	97
Позив на број	6891000000011223762
Датум плаћања	26.01.2017.
Шифра плаћања	254
Шифра валуте	941
AMOUNT Износ	256,878.17

111.686,17 + 145.192,00

ПОРЕСКА УПРАВА

Bank statement

REPUBLIKA SRBIJA
MINISTARSTVO FINANSIJA
UPRAVA ZA TREZOR

statement No.

1/26/2017

IZVOD: 2

Date

Stanje i promena sredstava na dan

26/01/2017

Fah: 54

840-000006260760-55

VPT ŠKOLA TEMPUS PROJEKAT 544543 - UŽICE

R.br.	Račun Naziv i mesto	Zaduženje	Odobrenje	Šifra	Podatak za reklamaciju Svrha doznake	Poziv na broj zaduženja Poziv na broj odobrenja
1.	265-0000000467978-51 RAIFFEISEN BANKA, AD, BEOGRAD -	11.466,15		249	840170126UNN4370087000027 Ostali prihodi fizičkih lica	97 51021994235990006930 97 4091000000011224127
2.	160-5700100012880-11 BANCA INTESA, AD, BEOGRAD -	8.790,72		249	840170126UNN4370087000028 Ostali prihodi fizičkih lica	97 51021994235990006930 97 4091000000011224127
3.	160-3100100090681-89 BANCA INTESA, AD, BEOGRAD -	11.466,15		249	840170126UNN4370087000029 Ostali prihodi fizičkih lica	97 51021994235990006930 97 4091000000011224127
4.	170-0010099294000-17 UNICREDIT BANK SRBIJA, AD, BEOGRAD -	22.932,31		249	840170126UNN4370087000030 Ostali prihodi fizičkih lica	97 51021994235990006930 97 4091000000011224127
5.	160-5700100877538-11 BANCA INTESA, AD, BEOGRAD -	178.475,30		249	840170126UNN4370087000031 Ostali prihodi fizičkih lica	97 51021994235990006930 97 6891000000011223762
6.	160-5700100661489-04 BANCA INTESA, AD, BEOGRAD -	62.466,35		249	840170126UNN4370087000032 Ostali prihodi fizičkih lica	97 51021994235990006930 97 6891000000011223762
7.	160-1700100187677-20 BANCA INTESA, AD, BEOGRAD -	71.390,12		249	840170126UNN4370087000033 Ostali prihodi fizičkih lica	97 51021994235990006930 97 6891000000011223762
8.	160-5700100479931-23 BANCA INTESA, AD, BEOGRAD -	156.165,88		249	840170126UNN4370087000034 Ostali prihodi fizičkih lica	97 51021994235990006930 97 6891000000011223762
9.	265-0000000028175-66 RAIFFEISEN BANKA, AD, BEOGRAD -	80.313,88		249	840170126UNN4370087000035 Ostali prihodi fizičkih lica	97 51021994235990006930 97 6891000000011223762
10.	205-90010200050879-64 KOMERCIJALNA BANKA, AD, BEOGRAD -	156.165,88		249	840170126UNN4370087000036 Ostali prihodi fizičkih lica	97 51021994235990006930 97 6891000000011223762
11.	355-0000005179339-56 VOJVODJANSKA BANKA, AD, NOVI SAD -	17.847,53		249	840170126UNN4370087000037 Ostali prihodi fizičkih lica	97 51021994235990006930 97 6891000000011223762
12.	840-0000000004848-37 ME PU-OBLJNAPL.POR.DOPR.PO ODB.SAMO - BEOGRAD	111.686,17		254	840170126UNN4370087000079 Uplata poreza i doprinosa po odbitku	97 51021994235990006930 97 6891000000011223762
13.	840-0000000004848-37 ME PU-OBLJNAPL.POR.DOPR.PO ODB.SAMO - BEOGRAD	145.192,00		254	840170126UNN4370087000080 Uplata poreza i doprinosa po odbitku	97 51021994235990006930 97 6891000000011223762
14.	840-0000000004848-37 ME PU-OBLJNAPL.POR.DOPR.PO ODB.SAMO - BEOGRAD	13.836,79		254	840170126UNN4370087000081 Uplata poreza i doprinosa po odbitku	97 51021994235990006930 97 4091000000011224127
15.	840-0000000004848-37 ME PU-OBLJNAPL.POR.DOPR.PO ODB.SAMO - BEOGRAD	17.987,84		254	840170126UNN4370087000082 Uplata poreza i doprinosa po odbitku	97 51021994235990006930 97 4091000000011224127
	Predhodno stanje	Dnevni promet			Novo stanje	Broj naloga
	1.083.435,29	Zaduženje	Odobrenje		17.252,23	Zaduženja
		1.066.183,06	0,00			15
						Odobrenja
						0

NET UAH

TOTAL income taxes (UAH)
total contributions (UAH)

UAH - Contract on commissioning the work of authorship

Total payment to Nenad Milutinović within seventh Payment:

A1-BTC - 2016/106 = 600 EUR
A1-BTC - 2016/107 = 1150 EUR } TOTAL = 1750 EUR

156.165,88 (NET UAH) + 24.129,73 INCOME TAX + 31.368,64 CONTRIBUTION FOR PIO = 211.664,25 RSD : 120,951 RSD/EUR = 1.750,00 EUR

CONVENTION for Staff Costs**Annex 1****Ref. No A1-BTC-2016/106....Tempus Project No. 544543-TEMPUS-1-2013-1-RS-TEMPUS-JPCR**

The reference number must correspond to the progressive numbering indicated in the financial statements of the final report

BETWEEN Business and Technical College of Vocational Studies, Užice, RS
Hereinafter "the Institution*"

AND Name: Nenad Milutinović
Address: Vojvođanska 39
Užice, RS
Hereinafter "the Staff member"

REPUBLIKA SRBIJA
MINISTARSTVO
PROSVETE
IZ OBLASTI
VUKOVIĆA

2189/10
22.09.2016

THE FOLLOWING HAS BEEN AGREED:

1. The Institution is a member of the partnership for the above-mentioned project
2. The Institution and Staff member agree that the Staff member shall work on this project and perform the following duties during the project's eligibility period

	<i>dd/mm/yy</i>		<i>dd/mm/yy</i>		<i>(No of days)</i>
FROM	01/12/2016	TO	31/01/2017	Duration in days:	10
Duties (see Annex 3):					
X	Manager				
	Researcher, Teacher, Trainer				
	Technical staff				
	Administrative staff				

Please describe the specific duties (short overall indication since detailed information has to be given in the accompanying time-sheet):

Control and inspection of financial documentation submitted by project partners; resolving the ongoing issues related to financial documentation.

3. Under no circumstances may salaries and fees exceed local rates of the home country. Fees and salaries should be calculated on the basis of the task performed and not on the status of the person.
4. The cost to be borne by the Tempus grant and/or co-financed is calculated as follows:

Number of days devoted to the project (according to time-sheet)	No of days	10
Staff costs per day in EUR (see rates in Annex 3)	EUR	60
Total cost (Tempus grant and co-financing)	EUR	600
Please indicate in the corresponding financial statement in the Final Report the amount paid by Tempus and the amount that was co-financed.		

5. This agreement does not alter in any way the employment conditions already existing between the Institution and the Staff member and has been established solely for the purpose of justifying the Staff costs that the Institution will pay from the Tempus grant or will co-finance.

Done in Užice, Serbia

on 31/01/2017

Institution BTC

Staff member *Nenad Milutinović*

Signature and Stamp of the Institution

* The conventions must be signed by the person concerned, then signed and stamped by the person responsible in the institution where this person is normally employed.



TEMPUS PROJECT TIMESHEET

Project number :	544543-TEMPUS-1-2013-1-RS-TEMPUS-JPCR
Surname :	Milutinović
First Name :	Nenad
Institution :	Business and Technical College of Vocational Studies, Užice
Position :	Teaching assistant
Duties ¹ :	Manager
Period :	01/12/2016-31/12/2016

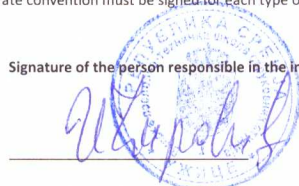
Date	Number of hours (1 day = 7,5 h)	Work Package	Description of tasks performed
1/12/16	3.00	QPLN 6.2	Control and inspection of financial documentation submitted by project partners; regular communication with partners (phone, e-mail...) regarding the financial documentation; resolving the ongoing issues related to financial documentation
2/12/16	3.00	QPLN 6.2	Control and inspection of financial documentation submitted by project partners; regular communication with partners (phone, e-mail...) regarding the financial documentation; resolving the ongoing issues related to financial documentation
03/12/2016 sat			
04/12/2016 sun			
5/12/16	6.00	QPLN 6.2	Control and inspection of financial documentation submitted by project partners; regular communication with partners (phone, e-mail...) regarding the financial documentation; resolving the ongoing issues related to financial documentation
6/12/16	6.00	QPLN 6.2	Control and inspection of financial documentation submitted by project partners; regular communication with partners (phone, e-mail...) regarding the financial documentation; resolving the ongoing issues related to financial documentation
7/12/16	2.00	QPLN 6.2	Regular communication with partners (phone, e-mail...) regarding the financial documentation; resolving the ongoing issues related to financial documentation
8/12/16	1.00	QPLN 6.2	Regular communication with partners (phone, e-mail...) regarding the financial documentation; resolving the ongoing issues related to financial documentation
9/12/16	6.00	QPLN 6.2	Control and inspection of financial documentation submitted by project partners; regular communication with partners (phone, e-mail...) regarding the financial documentation; resolving the ongoing issues related to financial documentation
10/12/2016 sat			
11/12/2016 sun			
12/12/16	5.00	QPLN 6.2	Control and inspection of financial documentation submitted by project partners; regular communication with partners (phone, e-mail...) regarding the financial documentation; resolving the ongoing issues related to financial documentation
13/12/16	5.00	QPLN 6.2	Control and inspection of financial documentation submitted by project partners; regular communication with partners (phone, e-mail...) regarding the financial documentation; resolving the ongoing issues related to financial documentation
14/12/16	1.00	QPLN 6.2	Control and inspection of financial documentation submitted by project partners; regular communication with partners (phone, e-mail...) regarding the financial documentation; resolving the ongoing issues related to financial documentation
15/12/16	1.00	QPLN 6.2	Control and inspection of financial documentation submitted by project partners; regular communication with partners (phone, e-mail...) regarding the financial documentation; resolving the ongoing issues related to financial documentation
16/12/16	6.00	QPLN 6.2	Control and inspection of financial documentation submitted by project partners; regular communication with partners (phone, e-mail...) regarding the financial documentation; resolving the ongoing issues related to financial documentation
17/12/2016 sat			
18/12/2016 sun			
19/12/16	3.00	QPLN 6.2	Control and inspection of financial documentation submitted by project partners; regular communication with partners (phone, e-mail...) regarding the financial documentation; resolving the ongoing issues related to financial documentation
20/12/16			
21/12/16	1.00	QPLN 6.2	Regular communication with partners (phone, e-mail...) regarding the financial documentation; resolving the ongoing issues related to financial documentation
22/12/16			
23/12/16	3.00	QPLN 6.2	Control and inspection of financial documentation submitted by project partners; regular communication with partners (phone, e-mail...) regarding the financial documentation; resolving the ongoing issues related to financial documentation
24/12/2016 sat			
25/12/2016 sun			
26/12/16	1.00	QPLN 6.2	Regular communication with partners (phone, e-mail...) regarding the financial documentation; resolving the ongoing issues related to financial documentation
27/12/16			
28/12/16			
29/12/16			
30/12/16	1.00	QPLN 6.2	Regular communication with partners (phone, e-mail...) regarding the financial documentation; resolving the ongoing issues related to financial documentation
31/12/2016 sat			
TOTAL	54.00		

Calculation working days :	7.2
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¹ Please refer to Annex 1 and 3 of the Guidelines for the Use of the Grant (Manager, etc). For staff performing both administrative and academic tasks (or managerial, academic, technical or administrative tasks), a separate convention must be signed for each type of activity. A corresponding time-sheet has to be attached to each staff convention.

Signature of the tasks performer :

Signature of the person responsible in the institution (where the tasks performer is employed) :

TEMPUS PROJECT TIMESHEET

Project number :	544543-TEMPUS-1-2013-1-RS-TEMPUS-JPCR
Surname :	Milutinović
First Name :	Nenad
Institution :	Business and Technical College of Vocational Studies, Užice
Position :	Teaching assistant
Duties ¹ :	Manager
Period :	01/01/2017-31/01/2017

Date	Number of hours (1 day = 7,5 h)	Work Package	Description of tasks performed
01/01/2017 sun			
2/01/17			
3/01/17			
4/01/17			
5/01/17	3.00	QPLN 6.2	Resolving the ongoing issues related to financial documentation
6/01/17			
07/01/2017 sat			
08/01/2017 sun			
9/01/17			
10/01/17	1.00	QPLN 6.2	Resolving the ongoing issues related to financial documentation
11/01/17			
12/01/17	2.00	QPLN 6.2	Resolving the ongoing issues related to financial documentation
13/01/17	3.00	QPLN 6.2	Regular communication with partners (phone, e-mail...) regarding the financial documentation; resolving the ongoing issues related to financial documentation
14/01/2017 sat			
15/01/2017 sun			
16/01/17			
17/01/17			
18/01/17			
19/01/17	2.00	QPLN 6.2	Resolving the ongoing issues related to financial documentation
20/01/17			
21/01/2017 sat			
22/01/2017 sun			
23/01/17			
24/01/17			
25/01/17			
26/01/17			
27/01/17			
28/01/2017 sat			
29/01/2017 sun			
30/01/17	7.00	QPLN 6.2	Control and checkup of financial documentation
31/01/17	3.00	QPLN 6.2	Control and checkup of financial documentation
TOTAL	21.00		

Calculation working days :	2.8
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¹ Please refer to Annex 1 and 3 of the Guidelines for the Use of the Grant (Manager, etc). For staff performing both administrative and academic tasks (or managerial, academic, technical or administrative tasks), a separate convention must be signed for each type of activity. A corresponding time-sheet has to be attached to each staff convention.

Signature of the tasks performer :

Milutinović N.

Signature of the person responsible in the institution (where the tasks performer is employed) :

[Signature]
