

# Internal Report Sheet - Personnel Costs

**Project:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**Period:** \_\_\_\_\_

**Personnel involved in the project:**

1. *Name:* \_\_\_\_\_

*Personnel register reference:* \_\_\_\_\_

*Normal monthly salary:* \_\_\_\_\_ = \_\_\_\_\_ EURO

*Cost to employer per day:* \_\_\_\_\_ = \_\_\_\_\_ EURO

*Time spent on project:* \_\_\_\_\_ days

**Total cost:** \_\_\_\_\_ EURO

2. *Name:* \_\_\_\_\_

*Personnel register reference:* \_\_\_\_\_

*Normal monthly salary:* \_\_\_\_\_ = \_\_\_\_\_ EURO

*Cost to employer per day:* \_\_\_\_\_ = \_\_\_\_\_ EURO

*Time spent on project:* \_\_\_\_\_ days

**Total cost:** \_\_\_\_\_ EURO

<b>Total Personnel costs</b>	
<b>Personnel Costs to be covered by Socrates grant</b>	
<b>Personnel Costs to be covered by own resources</b>	

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (employer)