Financial and Administrative Guidelines for COSIMENA Cooperation Partners

Mandatory Adherence to the Approved Financial Plan

All types of expenses must be approved in the finance plan of the event. It's not possible to substitute unused budgets with other types of expenses

The total amount per type of expense must not be exceeded.

Changes to the financial plan must be approved in writing by the COSIMENA team.

Excluded Expense Types

The COSIMENA program does not finance the following types of expenses:

- Catering and Accommodation for people other than the approved participant list
- Purchase of conference or research equipment
- In-house services other than the services mentioned below
- Event management agencies
- Rooms and technical equipment at the partner organization
- Remuneration for employees of the partner organization
- Remuneration for students of the partner organization
- Tips and petty cash expenses
- Travel expenses that are not covered by the German Federal Travel Expense Act

The above list isn't exhaustive.

Participant Lists

For all kinds of hospitality, the names of the participants must be documented. Examples are Accommodation, Catering and tickets in the case of field trips.

The partners are responsible for making sure that all participants sign the participants' lists every day of the event.

The original of the participants' lists must be sent to DAAD after the event.

In-house Services of the Partner Organization

The following expense types can be refunded to the partner organization:

- Accommodation for participants (Student dorms)
- Catering (canteen)
- Bus transfers for participants

In-house services may be procured if they are cheaper than external providers.

In the case of in-house services, the same fees must be applied as for other internal users of the service.

If no such fee or price list exists, the applicable fees must be calculated on a cost basis without applying a margin.

Travel Expenses

The reimbursement of travel expenses is limited by the provisions of the German Federal Travel Expense Act (Bundesreisekostengesetz, BRKG). The most important guidelines are set out in the DAAD Information Sheet on the Reimbursement of Travel Costs.

In addition, the following travel costs are excluded

- Journeys to the regular place of work or study
- Travel within the same governorate
- Travel within Greater Cairo
- Travel insurance and expenses in connection with medical emergencies during the trip.

All applications for reimbursement of travel costs will be checked and approved by the DAAD Head Office. Applicants must use the appropriate DAAD forms. Reimbursements will be processed within 4 months of submission of the application.

If air travel is necessary, flights can be booked through the DAAD Regional Office.

Catering and Accommodation

Greater Cairo

Catering and Accommodation for participants will be arranged directly by the DAAD regional office unless in-house services by the partner organization have been agreed upon.

Governerates

Priority is given to in-house services by the partner organization.

If no in-house services are available, the DAAD Regional Office will contract local hotels and caterers in cooperation with the cooperation partner.

In general, hotels are normally booked on a bed and breakfast basis. Only for summer/winter schools, hotels will be booked on a half-board basis in order to simplify administrative procedures.

If necessary, a single caterer is engaged to deliver all lunch meals for the entire event.

Maximum Catering Costs

Meals must not exceed local standards and prices for coffee breaks and lunch. In all cases, the maximum amount per day per participant is **€25** or equivalent for coffee breaks and lunch per day.

The overall catering costs should be at a reasonable proportion in relation to the total event budget and should never exceed 25% of the total budget requested for an event.

Expenses for the catering must be applied for and claimed in accordance with the principles of economic efficiency and frugality.

Maximum Accommodation Costs

The ceiling for hotel accommodation in Egypt per person and night for 2025 is **120 EUR**. Accommodation is covered ony for the duration of the event.

Procurement of Other Services for the Event

The following guidelines apply to the procurement of services from third parties (other than accommodation and catering):

- Purchases where the expected purchase value exceeds EGP 50,000 will be handled by the DAAD
- Other purchases for events in Greater Cairo will be handled by DAAD in most cases
- Other purchases for events outside Cairo will be handled by DAAD in cooperation with the partners (see below process) in most cases.
- All payments to local vendors will be made in EGP regardless of contract currency.

Process for purchases outside Cairo and special cases

1. DAAD agrees with the partner about the services that the partners must procure offers
2. Partner identifies suitable vendors and procures offers
3. DAAD and Partner agree on the best offers
4. The partner ensures the completion of the vendor form by the vendor
5. DAAD places an order after receiving the vendor form and after agreeing on order details with the partner (i.e., quantity)

6. Partner supervises the service and informs DAAD about the completion of the service
7. Vendor sends electronic invoice to DAAD. The Invoice must be issued to the DAAD Regional Office, Tax Registration Number 723-512-825.

Guidelines for Vendor Selection

For the selection of vendors, the following applies:

- The parties involved must not have any direct or indirect financial, economic or personal interest that could compromise their impartiality and independence in the context of the purchase.
- The cheapest offer must be chosen. Prices must be in accordance with local levels
- Vendors must be incorporated according to Egyptian law (Tax Card and Electronic Invoice)
- Vendors must have a bank account to transfer the proceeds
- All vendors must complete the enclosed vendor form at the inception of the order.

Failure to comply with these requirements may result in the exclusion of the corresponding expenditure.