**Declaration on Staff Costs**

With reference to the List of Expenditures incurred by *(name of Maltese partner)* and submitted to the Lead partner *(name)* dated *(dd/mm/yy)* , in relation to the following project:

Project title:

Project number:

Programme title:

Thematic Objective of the Programme:

The following documents are attached to this declaration:

1. Certified true copy of the employment contract;
2. A certified true copy of the ‘letter of assignment / mission letter’, whereby the person responsible assigns the work/tasks to a member of staff. This should also be counter-signed by the employee being assigned the work;
3. A time-sheet duly completed and signed, if applicable;
4. Certified true copy of the pay slips;
5. Workings for calculating the hourly rate if applicable;
6. Documentary evidence of fixed allowances if these are being included in the calculation of the hourly rate if applicable;
7. Declaration by employee to confirm receipt of salary;
8. Declaration by employer to confirm payment of salary.

**Declaration by the person (member of staff) who carried out the work:**

I declare that:

* The information contained in the progress report is correct and represents the number of hours I have worked on the above-mentioned project.
* The work carried out is in line with the instructions contained in the attached true copy of the ‘mission letter’ signed by *(person assigning work)).*
* The total number of hours worked on this project during this period is \_\_*(total)*\_\_\_\_\_\_\_.
* With reference to the true copy/copies of my pay-slip/s (attached), the hourly rate is € \_\_\_\_\_\_\_\_\_\_\_. Therefore the total number of hours worked is equivalent to € \_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: *(dd/mm/yy)*

**Declaration by the person who assigned the work (employer):**

I declare that:

* The above information is correct.
* (*name of member of staff and designation)* carried out the relevant work in accordance with the letter of assignment issued by the undersigned.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: *(dd/mm/yy)*

**Declaration by the Director of Corporate Services (or equivalent[[1]](#footnote-1)):**

I declare that:

* The above information is correct.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature

Designation: Director, Corporate Services (or equivalent)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: *(dd/mm/yy)*

1. Depending on the organisation concerned. [↑](#footnote-ref-1)