

<p><b>Block of data in the payment claim including report</b></p>	<p><b>Most common mistakes</b> (mistakes that prevent the payment claim from approval are marked in red)</p>
<p>Creation of payment claim</p>	<p><b>Type of payment claim defined incorrectly</b></p> <ul style="list-style-type: none"> <li>- reporting – each payment claim is a reporting one</li> <li>- settling an advance payment – when we have received an advance payment and we are reporting expenses</li> <li>- advance payment – when we request a pre-financing tranche</li> <li>- reimbursement – when the amount of co-financing shown in the report (expenditures) is higher than the advance payment received</li> </ul> <p><b>NOTE:</b> actual reimbursement is verified at the project level, not at each Partner level.</p>
	<p><b>Incorrect reporting period</b></p> <p>Dates of partial claims of each partner must be consecutive. Collective claim should cover the end dates of the partial claims included in it.</p> <p><u>EXAMPLE:</u></p> <p>1st interim report</p> <ul style="list-style-type: none"> <li>- partial claim LP: November 1, 2024 – June 30, 2025</li> <li>- partial claim PP: November 1, 2024 – June 29, 2025</li> <li>- collective claim: November 1, 2024 – June 30, 2025</li> </ul> <p>2nd interim report</p> <ul style="list-style-type: none"> <li>- partial claim LP: July 1, 2025 – January 31, 2026</li> <li>- partial claim PP: June 30, 2025 – January 28, 2026</li> <li>- collective claim: June 30, 2025 – January 31, 2026</li> </ul> <p>It is recommended that partners agree on and indicate the same reporting periods before the submission of their payment claims.</p>
<p>Physical progress</p>	<p>No information about the indicator achieved</p> <p>If the <i>Project Indicators</i> block indicates the achievement of an indicator, this should also be described in the relevant work package in the <i>Physical Progress</i> block.</p>
	<p>No links in the description of informational and promotional activities</p> <p>When describing informational and promotional activities, please include links to the Partner's website/social media, where you show project progress and project events.</p>
	<p>Lack of substantive description in the <i>Indirect costs</i> work package</p>

	<p>Description of work package <i>Indirect costs</i> should not refer to funds spent within the category of indirect costs, as this data is available in the <i>Simplified cost options</i> block.</p> <p>Details of project management and partner staff travels should be described in this field.</p>
Project indicators	<p><b>Lack of documentation confirming achievement of the indicator</b></p> <p>If achievement of the indicator is shown in the report, documentation must be included in the <i>Attachments</i> block (i.e. paid invoice, acceptance protocol, photos, attendance lists, etc.)</p>
List of documents	<p>Incorrectly calculated EU co-financing for expenditures</p> <p>The amount of EU co-financing for each expenditure should be calculated using the "round down" formula.</p>
Simplified cost options	<p>Incorrectly calculated flat rates</p> <p>Please use the calculator available on the Program website:  <a href="https://pl-ua.eu/en/for-project-partners/regular-projects/">https://pl-ua.eu/en/for-project-partners/regular-projects/</a></p>
	<p><b>Lack of flat rate costs in the report (if planned in the project budget)</b></p> <p>Each claim reporting real costs must include flat rates, in accordance with the approved project budget.</p>
Sources of financing	<p><b>No data in the (Co-financing) field Including EU</b></p> <p>Remember to complete the <i>Including EU</i> field in both <i>Total expenditure</i> and <i>Eligible expenditure</i> columns. The amounts in the <i>Co-financing</i> and <i>Including EU</i> fields are equal.</p>
	<p><b>Ineligible amounts included in the collective payment claim</b></p> <p>If ineligible expenses are identified in any of the partial claims, the reduced amounts must be presented in the <i>Sources of financing</i> block of the collective payment claim.</p>
Settlement of advance payments	<p><b>Incorrect amounts in the Settlement of advance payments block</b></p> <p>In the partial claim, in the field <i>Funds provided to the beneficiary to date in the form of an advance payment</i>, the pre-financing amount received by the given partner must be provided, in accordance with the pre-financing division between the partners specified in the partnership agreement.</p> <p>In the <i>amount of advance payments settled by the current payment claim</i> field, the amount of co-financing reported in the current claim must be presented, unless it exceeds the amount of the pre-financing received, in which case the full amount of the pre-financing received is reported as settled.</p>

	<p><b>Ineligible amounts in the collective payment claim</b></p> <p>If ineligible costs are identified in any of the partial claims, the reduced amounts must be presented in the <i>Settlement of advance payments</i> block of the collective payment claim.</p>
Summary	<p><b>Budget line overruns</b></p> <p>Make sure that there are no unplanned budget line overruns (expenditures exceeding the budget line amount will be considered ineligible) and, if necessary, make changes to the project before submitting the report to the controller.</p>
Attachments	<p><b>Missing attachments to the report / unattached attachments</b></p> <p>Required attachments must be added and attached to the claim. At the reporting stage, the following documents are required: list of documents (Excel file with formulas), confirmation of pre-financing transfer and documentation of the achieved indicators (if applicable). At the stage of national controller's verification all documents and clarifications requested by the controller must be attached to the claim.</p>