



**DEVELOPMENT  
INVESTMENT**  
BANK OF TURKEY

## **COMCEC COVID Response Program**

**Monitoring & Reporting:**

**Timesheet, Financial Progress Report, Disbursement Request Form and  
Statement of Expenditures**

**Development and Investment Bank of Turkey**

Development Cooperation and Wholesale Banking Department

[www.kalkinma.com.tr](http://www.kalkinma.com.tr)

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# COMCEC COVID RESPONSE PROGRAM

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- **INTRODUCTION**

As the novel coronavirus continues to alter our lives in a significant manner, countries all around the world struggle to alleviate the negative effects of the virus on a wide variety of fields ranging from human health to tourism.

- **COOPERATION AREAS**

The CCR is mainly about alleviating the negative impact of the pandemic on member country economies with a particular focus on agriculture, trade and tourism sectors.

Under the Program, the CCO will finance certain types of projects which would focus on **needs assessment, sharing expertise**, providing **direct grants** to final beneficiaries and **matching inventors with investors**.

# FUNDAMENTAL DOCUMENT: THE CONTRACT BETWEEN THE BANK AND THE PROJECT OWNERS

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- **LEGAL BASIS**

“The COMCEC Strategy” and “Statute and Rules of Procedures of COMCEC” which were adopted by the 4th Extraordinary Session of the Islamic Summit held on 14-15 August 2012 in Mecca, Saudi Arabia.

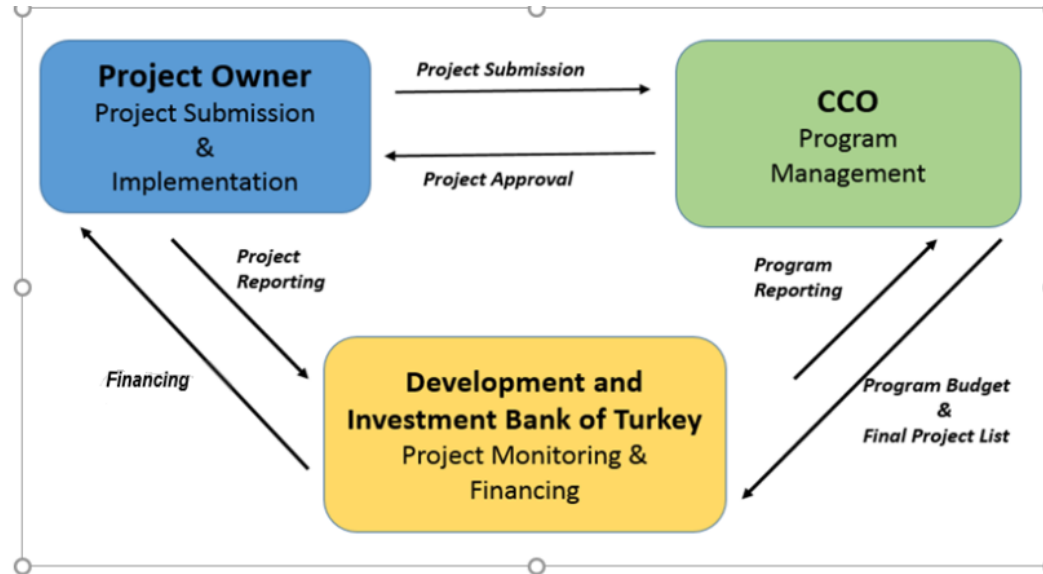
Cooperation Protocol Between the COMCEC Coordination Office and the Development and Investment Bank of Turkey within the Framework of Financing and Monitoring is provided under the **COMCEC COVID Repsonse Program (CCR)**.

- **PURPOSE and SCOPE**

The purpose of the Contract is to define the rights, obligations and responsibilities of the Bank and Project Owner in the efficient and timely implementation process of the projects.

The Project Owner will be awarded the grant on the terms and conditions set out in the Contract.

# GENERAL STRUCTURE & PROCESS FLOW



The Bank and CCO are not responsible for the implementation of project activities. Responsibility for the implementation of the project activities rests only with the PO.

# MONITORING & REPORTING

## RIGHTS, OBLIGATIONS AND RESPONSIBILITIES OF THE BANK

- The CCO and the Bank monitors the implementation of the Project in line with the Contract and the Guidelines.
- The Bank performs efficient monitoring via document reviews, monitoring visits and on the spot checks in cooperation with the CCO.
- The Bank also monitors project activities in terms of risks related to project implementation and informs the CCO accordingly if any problem occurs during project implementation.
- The Bank provides information to the Coordination Committee about technical and financial progress of the Project.
- The Bank is responsible for transfer of payments and monitoring of project activities during the implementation period.

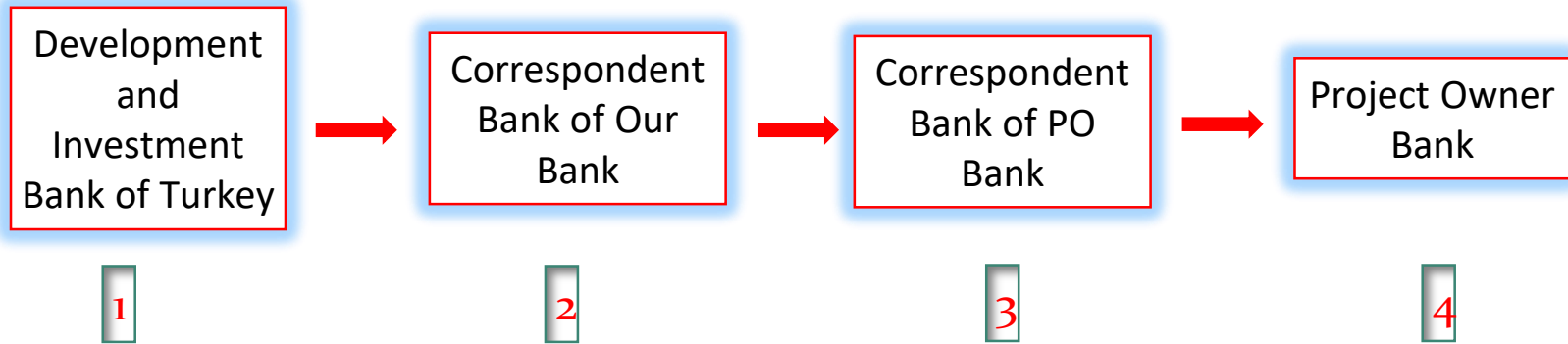
# FINANCING THE PROJECT: THE ACCOUNT INFORMATION

- The Project Owner and the Project personnel (coordinator, trainers, experts, researchers) are responsible for providing full, correct account information for project related payments.
- If the Project Owner opened/provided a bank account information by the time of signature of the Contract, Project Owner is obliged to inform the Bank about the bank account info **within 30 days after the signature date**.
- In case the Project Owner institution is not authorized to open/have a bank account regarding the relevant country legislation, an acceptable account number for the payments shall be informed to the Bank **within 30 days after the signature date**.
- The Bank cannot be claimed for the payments, **if the relevant account number is not stated in the Service Contract or it is not informed officially** within the given time periods.
- The Bank **cannot be claimed for any additional cost which would arise due to incorrect bank account information provided by** the Project Owner, Project Coordinator, Trainers, Experts and Researchers. Any additional cost would be offset from the payment in question.
- **The Project Owner, in any case, can not request additional financing that is not stated in the budget section of the project fiche.**

# FINANCING THE PROJECT: THE ACCOUNT INFORMATION

COMCEC COVID RESPONSE / PAYMENT DETAILS	
1	Project Number
2	Account Holder (Full Name)
3	Title ( Project Coordinator / Trainer / Project Owner)
4	Passport Number / Identity Number
5	Beneficiary Residence Address
6	Bank Name and Branch
7	Beneficiary Account Number
8	Beneficiary IBAN No
9	Bank SWIFT Code
10	Beneficiary's Bank USD Correspondent Name
11	Beneficiary's Bank USD Correspondent SWIFT Code*
* You can learn all details from your Bank.	
<div>Responsible Authority: Name and Surname: Title: Signature:</div>	

## FINANCING THE PROJECT: THE ACCOUNT INFORMATION



If the account information of the PO/coordinator/trainer/expert/researcher is wrong, the money comes back to the Bank with cut.



# FINANCING THE PROJECT: REPORTING (Needs Assessment)

	Name of the report	Responsible for preparation	Responsible for signing	Presented to	Frequency or when	Explanation
<b>NEEDS ASSESSMENT</b>  INDAG-6 IRNAG-7 TURAG-14 BGDTO-17	<b>Researcher Timesheet</b>	Researcher	PO (RA)	Bank	Within one week after the last day of each month	✓ Researcher shall prepare his/her own Timesheets that show the weekly tasks performed by researcher in the relevant month.
	<b>Disbursement Request Form with Statement of Expenditures (SOE)</b>	Researcher	PO (RA)	Bank	After the local field visit (if any)	✓ Details of expenditures made during respective field visit (with necessary documents that verify the expenditures (invoices))
	<b>Needs Assessment Report</b>	PO (RA)	PO (RA)	CCO	Monthly basis	✓ Draft of the Needs Assessment as an annex of Researcher Timesheet

# FINANCING THE PROJECT: REPORTING (Sharing Expertise-Training and Workshop)

	Name of the report	Responsible for preparation	Responsible for signing	Presented to	Frequency or when	Explanation
<b>SHARING EXPERTISE TRAINING AND WORKSHOP</b>  SURTO-30	<b>Monthly Progress Report</b>	Project Coordinator	PO (RA)	CCO	Within one week after the last day of each month	Technical progress of project activities
	<b>Timesheet</b>	Project Coordinator and Trainer	PO (RA)	Bank	Within one week after the last day of each month	The Project Coordinator and the Trainer(s) shall prepare his/her own Timesheets that shows weekly tasks performed by each project personnel in the relevant month.
	<b>Disbursement Request Form (DRF) with Financial Progress Report (FR)</b>	Project Coordinator	PO (RA)	Bank	Within two weeks after the last day of the month (*)	<ul style="list-style-type: none"> <li>✓ Shows details about expenditures made during respective period</li> <li>✓ Includes separate sheets for different expenditures in line with the budget</li> <li>✓ USD/Local Currency exchange rate should be stated in the relevant sheet</li> <li>✓ Necessary documents ( etc.) that verify the expenditures will be attached to FPR</li> </ul>
	<b>Activity Report</b>	Project Coordinator in collaboration with the Trainer (if available)	PO (RA)	CCO	Within two weeks after the last day of the month (*)	Shows the works performed during each main activity as well as their evaluations.
	<b>Project Completion Report</b>	Project Coordinator in collaboration with other project personnel (if available)	PO (RA)	CCO	Within two weeks after all project activities are completed.	Summarizes all technical information about the implementation of the project.

(\*) if a main activity is undertaken in the respective month

# FINANCING THE PROJECT: REPORTING (Sharing Expertise-Visiting Expert)

	Name of the report	Responsible for preparation	Responsible for signing	Presented to	Frequency or when	Explanation
VISITING EXPERT	Field Report	PO (RA)	PO (RA)	CCO	<ul style="list-style-type: none"> <li>✓ First section before travel to host country</li> <li>✓ Second and third section after travel</li> </ul>	<ul style="list-style-type: none"> <li>✓ First section specifies the current situation of the selected sector/theme in PO country</li> <li>✓ Second section of the field report states the current situation in host country</li> <li>✓ Third section will present recommendations and conclusions</li> </ul>
	BURTO-20 LBNTR-39  Disbursement Request Form with Statement of Expenditures (SOE)	Visiting Expert	PO (RA)	Bank	<ul style="list-style-type: none"> <li>✓ First DRF as an annex of first section of the field report</li> <li>✓ The PO can request <b>60%</b> of the total budget after CCO approve the first section of the field report</li> <li>✓ Final DRF will be submitted by PO once CCO approves second and third sections of the field report</li> </ul>	<ul style="list-style-type: none"> <li>✓ DRF shows details about expenditures made during respective period</li> <li>✓ It includes certain sections for information regarding different expenditures in line with the project budget.</li> <li>✓ Necessary documents ( etc.) verifying the expenditures will be attached to DRF.</li> </ul>

## FINANCING THE PROJECT: REPORTING (Direct Grant)

	Name of the report	Responsible for preparation	Responsible for signing	Presented to	Frequency or when	Explanation
<b>DIRECT GRANT</b>  AZETO-15, PSETR-40	<b>First Disbursement Request Form with Statement of Expenditures (SOE)</b>	Contact Person	PO (RA)	Bank	After CCO selects the vendor	✓ First DRF is prepared for the <b>40%</b> of the total payment for the machinery equipment or service  ✓ Selected <b>proforma</b> invoice of the vendor will be attached to the DRF.
	<b>Final Disbursement Request Form with Statement of Expenditures (SOE)</b>	Contact Person	PO (RA)	Bank	After the respective machinery equipment is delivered or service in question is provided	✓ Final DRF is prepared for the <b>60%</b> of the total payment  ✓ <b>Original invoice</b> , delivery pictures, delivery receipt form will be attached to the DRF

## FINANCING THE PROJECT: TIMESHEETS

- **PO submits Timesheet(s)** of the Researcher (Needs Assessment); Project Coordinator and the Trainer(s) (Sharing Expertise-Training and Workshop) within one week after the last day of each month during the project implementation period.
- **The Researcher, Project Coordinator and the Trainer(s)** shall prepare their own Timesheets which must be approved (checked and signed) by the Responsible Authority.
- **Timesheets provide a basis for payments to project personnel and show the weekly tasks performed by each project personnel in the relevant month.** The number of days worked, location, detailed description of tasks, linkage with the activities and per diems of the project personnel must be stated in timesheets by considering the relevant budget items.
- Timesheets should be prepared in accordance with the relevant Monthly Progress Report and Activity Report (if available) or Draft of the Needs Assessment.

# FINANCING THE PROJECT: Disbursement Request Form (DRF) with SOE

## Sharing Expertise Projects-Visiting Expert

- **DRF** is the document that shows details about expenditures made during respective period. It includes certain sections for information regarding different expenditures in line with the project budget.
- PO submits **two Disbursement Request Forms** after sections of the field report are approved by the CCO. PO submits **first DRF as an annex of first section of the field report.**
- The PO can request **60% of the total budget** after CCO approve the first section, list of institutions list of interviewees and questionnaire.
- Final DRF will be submitted by PO once CCO approves second and third sections of the field report DRF shall be prepared by **Expert** and approved (checked and signed) by **Responsible Authority.**
- Necessary documents ( etc.) verifying the expenditures will be attached to DRF.

# FINANCING THE PROJECT: Disbursement Request Form (DRF) with SOE

## Needs Assessment

- PO submits **Disbursement Request Form** after local field visit has been performed by the researcher.
- This document shows details of expenditures made during respective field visit ( Necessary documents ( etc.) that verify the expenditures will be attached to Disbursement Request Form.)
- DRF shall be prepared by **Researcher** and approved (checked and signed) by **Responsible Authority**.

# FINANCING THE PROJECT: Disbursement Request Form (DRF)

## Direct Grant

### First Disbursement Request Form

- PO submits first DRF, after CCO selects the vendor. First DRF is prepared for the **40% of the total payment for the machinery equipment or service**. Selected proforma invoice of the vendor will be attached to the DRF.

### Final Disbursement Request Form

- PO submits final DRF, after the respective machinery equipment is delivered or service in question is provided Final DRF is prepared for the **60% of the total payment**.
- Original invoice, delivery pictures, delivery receipt form will be attached to the DRF
- DRF shall be prepared by **contact person** and approved (checked and signed) by **Responsible Authority**.



# FINANCING THE PROJECT: FINANCIAL PROGRESS REPORTS

## Sharing Expertise-Training and Workshop

- **Financial Progress Report is the document that shows details about expenditures made during respective period.** Financial Progress Report includes separate sheets for providing information regarding different expenditures in line with the project budget.
- **All expenditures should be stated in the relevant sheet using the USD/Local Currency exchange rate at the date of transaction.** Necessary documents (invoices, etc.) that verify the expenditures will be attached to Financial Progress Report.
- PO submits a Financial Progress Report within two weeks after the last day of the month if a main activity is undertaken in the respective month.
- **Financial Progress Report shall be prepared by Project Coordinator and approved (checked and signed) by Responsible Authority.**

# ADDENDUM PROCEDURE AND NOTIFICATION PROCESS

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## Addendum Form

- PO submits an Addendum Form to request a change on the basics (work plan, activities, and transfer among budget items over **500 USD** etc.) of the project.
- However, the PO cannot make a transfer from other budget items to human resources item under any circumstances.
- The Addendum Form, must be submitted at least one month before the respective activity is implemented.
- Addendum Form is subject to approval of the CCO.

## Notification Form

- PO submits a Notification Form for transfers between budget items up to **500 USD**. The Form must be signed by the Contact Person and sent to the Bank.

# ADDENDUM PROCEDURE AND THE USE OF INCIDENTALS BUDGET ITEM

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- Responsible Authority shall initiate the addendum procedure if it wants to change the basics (work plan, activities, transfer between budget items etc.) of the project.
- He/she must fill the Addendum Form and convey it to CCO and the Bank for evaluation of the request.
- **The PO cannot transfer funds from other budget items to human resources budget item.**
- **The Incidentals budget item can only be used upon the approval of the CCO and the Bank via addendum procedure.**
- The addendum request must be justified by rational explanations in order to be approved and it must be submitted to the CCO and the Bank at least a month before the respective activity.

# TIMESHEETS

## TIMESHEET TEMPLATE

TIMESHEET					
Project Title:				Name :	
CCR Project Number:			Month:		Year:
Date	Number of Days Worked	Per Diems (USD)	Location	Detailed Description of Tasks	Name of the related Activity
First Week					
Second Week					
Third Week					
Fourth Week					
Total					

**Maximum total of  
22 days  
per month !**

**Responsible Authority**

**Name :**

**Title:**

**Signature:**

**Date:**

**Researcher/Project Coordinator/Trainer**

**Name :**

**Title:**

**Signature:**

**Date:**

# TIMESHEETS

## TIMESHEET Example

TIMESHEET					
Project Title:		Empowering Halal Industry to Boost Intra-OIC Trade		Name : Nur Wahid	
COMCEC Project Number: 2018-IDNTRADE-493			Month: May	Year: 2019	
Date	Number of Days Worked	Per Diems (USD)	Location	Detailed Description of Tasks	Name of the related Activity
First Week	5	125	Ankara, Istanbul (Turkey)	- Arranging the Study Visit to Halal related institution in Turkey (HAK, TSE, HAFSA, and SMIIC)	Study Visit
Second Week	5	125	Indonesia	- Developing Study Visit Report	Study Visit
Third Week	5	125	Indonesia	- Coordination Meeting for Training and Workshop Preparation - Developing Training Program and Schedule	Training Workshop
Fourth Week	5	125	Indonesia	- Developing Workshop Program and Schedule	Workshop
Total	20	2500			

### Responsible Authority

Name : Antonius Yudi Triantoro

Title : Director

Signature : 

### Project Coordinator /Trainer(s)



Name : Nur Wahid

Title : Head of IHATEC

Signature : 

# DISBURSEMENT REQUEST FORM TEMPLATE AND STATEMENT OF EXPENDITURES

## DRF TEMPLATE -1

COMCEC COVID RESPONSE PROJECT DISBURSEMENT REQUEST FORM for NEEDS ASSESMENT PROJECTS			
TO:			
		Development and Investment Bank of Turkey Saray Mah. Dr. Adnan Büyükdeniz Cad. No:10 Ümraniye/İstanbul	
			
A. Project Details			
1. Project Name			
2. Project Owner			
3. COMCEC Project Number			
5. Responsible Authority			
6. Contact Person			
7. Project Duration (Number of Months)			
8. Project Commencing and Completion Dates	From (DD/MM/YY)		To (DD/MM/YY)
9. Reporting Period	From (DD/MM/YY)		To (DD/MM/YY)
10. Disbursement Number			
B. Beneficiary Contact Details			
1. Address			
2. Phone / Fax Number			
3. E-mail Address			
C. Project Owner's Bank Account Details			
1. Account Name			
2. Bank Name			
3. Account Number (if available IBAN no/ Swift no)			
4. Bank Address			

Needs  
Assessment

Sharing  
Expertise-  
Visiting  
Expert

Direct Grant

# DISBURSEMENT REQUEST FORM TEMPLATE AND STATEMENT OF EXPENDITURES

## DRF TEMPLATE-2

D. Statement of Expenses Summary							
Expenses and Payment Request	Cumulative up to		Reporting (Current) Period		Total (Including This Period)		
	Amount (USD)		Amount (USD)		Amount (USD)		
	COMCEC	Owner's Cont. (OC)	COMCEC	Owner's Cont. (OC)	COMCEC	Owner's Cont. (OC)	% OC
1.Field Visit							
2.Miscellaneous							
3.Associated Investment							
4.Incidentals							
5.Total							

E. Payments To Be Made (USD)		
A. Total Relevant Cost Eligible for COMCEC Funding	-	TOTAL PROJECT COST (USD) (Including This Period)
B. Payments to be made for Human Resources in this period	-	
C. Payments to be made for the reporting period to PO (A-B)	-	

F. Prepared and Approved By			
	Full Name	Date (DD/MM/YY)	Signature
Project Researcher (Prepared)			
Responsible Authority (Approved)			

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Needs Assessment

# DISBURSEMENT REQUEST FORM TEMPLATE AND STATEMENT OF EXPENDITURES

## SOE TEMPLATE

	Description of Expenses	Staff/Consultant/Supplier/Service Provider Name	Document Date (DD/MM/YY)	Document Type (Timesheet, invoice, voucher etc.)	Document No	Unit Cost (USD)	Number of Unit	COMCEC funding (Local Currency-.....)	Total Amount (Local Currency-.....)	Exchange Rate (USD/LC)	COMCEC funding (USD)	Total Amount (USD)
	<b>A- FIELD VISIT</b>											
	1-Allowance							0,00	0,00		0,00	0,00
1												
2												
3												
4												
5												
	2-Local Transportation							0,00	0,00		0,00	0,00
1												
2												
3												
4												
5												
6												
	<b>B- MISCELLANEOUS</b>											
	1-Miscellaneous							0,00	0,00		0,00	0,00
1												
2												
3												
	Miscellaneous Subtotal							0,00	0,00		0,00	0,00
	<b>C- ASSOCIATED INVESTMENT</b>											
	1-Associated Investment							0,00	0,00		0,00	0,00
1												
2												
3												
4												
5												
6												
	Associated Investment Subtotal							0,00	0,00		0,00	0,00
	<b>D- INCIDENTALS</b>											
	1-Incidentals							0,00	0,00		0,00	0,00
1												
2												
3												
4												
	Incidentals Subtotal							0,00	0,00		0,00	0,00
	<b>TOTAL EXPENSES</b>							0,00	0,00		0,00	0,00

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Needs Assessment



# DISBURSEMENT REQUEST FORM TEMPLATE AND STATEMENT OF EXPENDITURES

## DRF TEMPLATE-2

D. Statement of Expenses Summary							
Expenses and Payment Request	Cumulative up to		Reporting (Current) Period		Total (Including This Period)		
	Amount (USD)		Amount (USD)		Amount (USD)		
	COMCEC	Owner's Cont. (OC)	COMCEC	Owner's Cont. (OC)	COMCEC	Owner's Cont. (OC)	% OC
1.Machinery/Equipment/Servi							
2.Incidentals							
3.Total							

E. Payments To Be Made (USD)		
A. Total Relevant Cost Eligible for COMCEC Funding	-	TOTAL PROJECT COST (USD) (Including This Period)
B. Payments to be made for Human Resources in this period	-	
C. Payments to be made for the reporting period to PO (A-B)	-	

F. Prepared and Approved By			
	Full Name	Date (DD/MM/YY)	Signature
Project Contact Person (Prepared)			
Responsible Authority (Approved)			

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Direct Grant

# DISBURSEMENT REQUEST FORM TEMPLATE AND STATEMENT OF EXPENDITURES

## SOE TEMPLATE

	Description of Expenses	Staff/Consultant/Supplier/Service Provider Name	Document Date (DD/MM/YY)	Document Type (Timesheet, invoice, voucher etc.)	Document No	Unit Cost ( USD)	Number of Units	COMCEC funding (Local Currency-.....)	Owner's contribution (Local Currency-.....)	Total Amount (Local Currency-.....)	Exchange Rate (USD/LC)	COMCEC funding (USD)	Owner's contribution (USD)	Total Amount (USD)
	<b>A- MACHINERY, EQUIPMENT, SERVICE PURCHASE</b>													
	<b>1-Machinery, Equipment, Service Fee</b>							0,00	0,00	0,00		0,00	0,00	0,00
1														
2														
3														
4														
5														
6														
7														
8														
	<b>Associated Investment Subtotal</b>							0,00	0,00	0,00		0,00	0,00	0,00
	<b>B- INCIDENTALS</b>													
	<b>1-Incidentals</b>							0,00	0,00	0,00		0,00	0,00	0,00
1														
2														
3														
4														
	<b>Incidentals Subtotal</b>							0,00	0,00	0,00		0,00	0,00	0,00
	<b>TOTAL EXPENSES</b>							0,00	0,00	0,00		0,00	0,00	0,00

Direct Grant

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# DISBURSEMENT REQUEST FORM TEMPLATE AND STATEMENT OF EXPENDITURES

## DRF TEMPLATE-2

D. Statement of Expenses Summary							
Expenses and Payment Request	Cumulative up to		Reporting (Current) Period		Total (Including This Period)		
	Amount (USD)		Amount (USD)		Amount (USD)		
	COMCEC	Owner's Cont. (OC)	COMCEC	Owner's Cont. (OC)	COMCEC	Owner's Cont. (OC)	% OC
1.Field Visit							
2.Associated Investment							
3.Miscellaneous							
4.Incidentals							
5.Total							

E. Payments To Be Made (USD)		
A. Total Relevant Cost Eligible for COMCEC Funding	-	TOTAL PROJECT COST (USD) (Including This Period)
B. Payments to be made for Human Resources in this period	-	
C. Payments to be made for the reporting period to PO (A-B)	-	

F. Prepared and Approved By			
	Full Name	Date (DD/MM/YY)	Signature
Project Coordinator (Prepared)			
Responsible Authority (Approved)			

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Sharing Expertise-Visiting Expert

# DISBURSEMENT REQUEST FORM TEMPLATE AND STATEMENT OF EXPENDITURES

## SOE TEMPLATE



	Description of Expenses	Staff/Consultant/ Supplier/Service Provider Name	Document Date (DD/MM/YY)	Document Type (Timesheet, invoice, voucher etc.)	Document No	Unit Cost (USD)	Number of Units	COMCEC funding (Local Currency- ....)	Total Amount (Local Currency-....)	Exchange Rate (USD/LC)	COMCEC funding (USD)	Total Amount (USD)
	<b>A- FIELD VISIT</b>											
	1-Allowance							0,00	0,00		0,00	0,00
1												
2												
	2-Local Transportation							0,00	0,00		0,00	0,00
1												
2												
	3-Airfare for field visit							0,00	0,00		0,00	0,00
1												
2												
	4-Communication							0,00	0,00		0,00	0,00
1												
2												
	5-Accommodation							0,00	0,00		0,00	0,00
1												
2												
	6-Visibility materials(banner,flag)							0,00	0,00		0,00	0,00
1												
2												
	7-Other costs							0,00	0,00		0,00	0,00
1												
2												
	<b>Field Visit Subtotal</b>							<b>0,00</b>	<b>0,00</b>		<b>0,00</b>	<b>0,00</b>
	<b>B- INCIDENTALS</b>											
	1-Incidentals							0,00	0,00		0,00	0,00
1												
2												
	<b>Incidentals Subtotal</b>							<b>0,00</b>	<b>0,00</b>		<b>0,00</b>	<b>0,00</b>
	<b>TOTAL EXPENSES</b>							<b>0,00</b>	<b>0,00</b>		<b>0,00</b>	<b>0,00</b>

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Sharing  
Expertise-  
Visiting  
Expert

# DISBURSEMENT REQUEST FORM TEMPLATE AND STATEMENT OF EXPENDITURES

## DRF - PART I

COMCEC PROJECT DISBURSEMENT REQUEST FORM (DRF)				
TO:				
		<b>Development and Investment Bank of Turkey</b> Saray Mah. Dr. Adnan Büyükdenez Cad. No:10 Ümraniye/İstanbul		
A. Project Details				
1. Project Name	Empowering Halal Industry to Boost Intra-OIC Trade			
2. Project Owner	Indonesia-Ministry of Trade			
3. COMCEC Project Number	2018-IDNTRADE-493			
5. Responsible Authority	Antonius Yudi Triantoro			
6. Contact Person	Ayu Wulan Sagita			
7. Project Duration (Number of Months)	7			
8. Project Commencing and Completion Dates	From (DD/MM/YY)	01/04/19	To (DD/MM/YY)	09/31/2019
9. Reporting Period	From (DD/MM/YY)	01/08/19	To (DD/MM/YY)	30/09/19
10. Disbursement Number	1			
B. Beneficiary Contact Details				
1. Address	JL. KATELIA III TMN YASMIN NO 29 RT001/RW009 CILENDEK TIMUR, BOGOR, JAWA BARAT			
2. Phone / Fax Number	+62 811 1128 870/ +62 252 8358747			
3. E-mail Address	<a href="mailto:wahid@halalmui.org">wahid@halalmui.org</a>			
C. Project Owner's Bank Account Details				
1. Account Name	YAYASAN HALAL INDONESIA			
2. Bank Name	BANK NEGARA INDONESIA (BNI) SYARIAH-BENDUNGAN HILIR JAKARTA			
3. Account Number (if available IBAN no/ Swift no)	360.882.219 ( SWIFT NO: SYNIIDJAXXX )			
4. Bank Address	Jl. Bendungan Hilir Raya No. 84 A - B, Kota Jakarta Pusat, DKI Jakarta - 10210			

Example from previous years

# DISBURSEMENT REQUEST FORM TEMPLATE AND STATEMENT OF EXPENDITURES



## DRF- PART II

D. Statement of Expenses Summary							
Expenses and Payment Request	Cumulative up to 01/08/19		Reporting (Current) Period		Total (Including This Period)		
	Amount (USD)		Amount (USD)		Amount (USD)		
	COMCEC	Owner's Cont. (OC)	COMCEC	Owner's Cont. (OC)	COMCEC	Owner's Cont. (OC)	% OC
1. Human Resources			11.300,00		11.300,00		
2. Study Visit							
3. Workshop			5.015,97	139,97	5.015,97	139,97	2,7
4. Conference and Seminar							
5. Training			24.550,77	878,88	24.550,77	878,88	3,5
6. Feasibility Study							
7. Audio Visual and Promotion Materials							
8. Associated Investment				7.442,83		7.442,83	100,0
9. Incidentals							
10. Total			40.866,75	8.461,69	40.866,75	8.461,69	17,2

E. Payments To Be Made (USD)		
A. Total Relevant Cost Eligible for COMCEC Funding	40.866,75	TOTAL PROJECT COST (USD) (Including This Period)
B. Payments to be made for Human Resources in this period	11.300,00	
C. Payments to be made for the reporting period to PO (A-B)	29.566,75	
		49.328,43

F. Prepared and Approved By			
	Full Name	Date (DD/MM/YY)	Signature
Project Coordinator (Prepared)	Nur Wahid	10/10/19	
Responsible Authority (Approved)	Antonius Yudi Triantoro	10/10/19	

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# FINANCIAL PROGRESS REPORT

## FPR COVER



## COMCEC COVID RESPONSE PROGRAM

FINANCIAL REPORT ....Number...

.....Project Number.....

.....Proje Name.....

Sharing  
Expertise-  
Training and  
Workshop

COVER

DRF



HUMAN RESOURCES

TRAINING

INCIDENTALS

# FINANCIAL PROGRESS REPORT

## DISBURSEMENT REQUEST FORM - PART I

COMCEC COVID RESPONSE DISBURSEMENT REQUEST FORM (DRF)				
TO:				
		<b>Development and Investment Bank of Turkey</b> Saray Mah. Dr. Adnan Büyükdeniz Cad. No:10 Ümraniye/İstanbul		
A. Project Details				
1. Project Name				
2. Project Owner				
3. COMCEC Project Number				
4. Responsible Authority				
5. Contact Person				
6. Project Duration (Number of Months)				
7. Project Commencing and Completion Dates	From (DD/MM/YY)		To (DD/MM/YY)	
8. Reporting Period	From (DD/MM/YY)		To (DD/MM/YY)	
9. Disbursement Number				
B. Beneficiary Contact Details				
1. Address				
2. Phone / Fax Number				
3. E-mail Address				
C. Project Owner's Bank Account Details				
1. Account Name				
2. Bank Name				
3. Account Number (if available IBAN no/ Swift no)				
4. Bank Address				



# FINANCIAL PROGRESS REPORT

## DISBURSEMENT REQUEST FORM - PART II

D. Statement of Expenses Summary							
Expenses and Payment Request	Cumulative up to		Reporting (Current) Period		Total (Including This Period)		
	Amount (USD)		Amount (USD)		Amount (USD)		
	COMCEC	Owner's Cont. (OC)	COMCEC	Owner's Cont. (OC)	COMCEC	Owner's Cont. (OC)	% OC
1. Human Resources							
2. Training							
3. Incidentals							
4. Total							

E. Payments To Be Made (USD)		
A. Total Relevant Cost Eligible for COMCEC Funding	-	TOTAL PROJECT COST (USD) (Including This Period)
B. Payments to be made for Human Resources in this period	-	
C. Payments to be made for the reporting period to PO (A-B)	-	

F. Prepared and Approved By			
	Full Name	Date (DD/MM/YY)	Signature
Project Coordinator (Prepared)			
Responsible Authority (Approved)			

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# FINANCIAL PROGRESS REPORT

## HUMAN RESOURCES

	Description of Expenses	Staff/Consultant/Supplier/Service Provider Name	Document Date	Document No	Total Amount (USD)	COMCEC funding (USD)	Owner's contribution (USD)
<b>1</b>	<b>HUMAN RESOURCES</b>						
	<b>1.1. Fees</b>				<b>0,00</b>	<b>0,00</b>	<b>0,00</b>
	1.1.1.Project Coordinator				0,00	0,00	0,00
1					0,00		
2					0,00		
3					0,00		
	1.1.2. Project Trainer 1				0,00	0,00	0,00
1					0,00		
2					0,00		
3					0,00		
	1.1.3. Project Trainer 2				0,00	0,00	0,00
1					0,00		
2					0,00		
3					0,00		
<b>HUMAN RESOURCES SUB-TOTAL</b>					<b>0,00</b>	<b>0,00</b>	<b>0,00</b>

# FINANCIAL PROGRESS REPORT

## HUMAN RESOURCES - Example

	Description of Expenses	Staff/Consultant/Supplier/Service Provider Name	Document Date (DD/MM/YY)	Document Type (Timesheet, invoice, etc.)	Document No	Total Amount (USD)	COMCEC Funding (USD)	Owner's Contribution (USD)
1	<b>HUMAN RESOURCES</b>							
	<b>1.1. Fees</b>					<b>11.300,00</b>	<b>11.300,00</b>	
	1.1.1. Project Coordinator					5.000,00	5.000,00	
1	Project Coordinator	Nur Wahid	30/08/19	Invoice from IHATEC (Kwitansi)	August	2.500,00	2.500,00	
2	Project Coordinator	Nur Wahid	26/09/19	Invoice from IHATEC (Kwitansi)	September	2.500,00	2.500,00	
	1.1.2. Project Trainer 1					3.150,00	3.150,00	
1	Project Trainer 1	Dr. Mulyorini Rahayuningsih	31/05/19	Invoice from IHATEC (Kwitansi)	May	840,00	840,00	
2	Project Trainer 1	Dr. Mulyorini Rahayuningsih	28/06/19	Invoice from IHATEC (Kwitansi)	June	840,00	840,00	
3	Project Trainer 1	Dr. Mulyorini Rahayuningsih	31/07/19	Invoice from IHATEC (Kwitansi)	July	630,00	630,00	
4	Project Trainer 1	Dr. Mulyorini Rahayuningsih	20/09/19	Invoice from IHATEC (Kwitansi)	September	840,00	840,00	
	1.1.3. Project Trainer 2					3.150,00	3.150,00	
1	Project Trainer 2	Dr. Sugiarto	31/05/19	Invoice from IHATEC (Kwitansi)	May	840,00	840,00	
2	Project Trainer 2	Dr. Sugiarto	28/06/19	Invoice from IHATEC (Kwitansi)	June	840,00	840,00	
3	Project Trainer 2	Dr. Sugiarto	31/07/19	Invoice from IHATEC (Kwitansi)	July	630,00	630,00	
4	Project Trainer 2	Dr. Sugiarto	20/09/19	Invoice from IHATEC (Kwitansi)	September	840,00	840,00	
	<b>HUMAN RESOURCES SUB-TOTAL</b>					<b>11.300,00</b>	<b>11.300,00</b>	

# FINANCIAL PROGRESS REPORT

## TRAINING

Annex No.	Description of Expenses	Staff/Consultant/Supplier/Service Provider Name	Document Date (DD/MM/YY)	Document Type (Timesheet, invoice, voucher etc.)	Document No	Unit Cost (USD)	Number Of Units	COMCEC funding (Local Currency-.....)	Owner's contribution (Local Currency-.....)	Total Amount (Local Currency-.....)	Exchange Rate (USD/LC)	COMCEC funding (USD)	Owner's contribution (USD)	Total Amount (USD)
5	<b>TRAINING STUDY</b>													
	<b>5.1. Meeting Hall Rent</b>													
	5.1.1. Meeting Hall Rent													
1														
	<b>5.2. Transportation/Boarding-Lodging</b>													
	5.2.1. Boarding and lodging of the participants (for foreign participants)													
1														
	5.2.2. Boarding and lodging of the participants (for local participants)													
1														
	5.2.3. Local Transportation													
1														
	5.2.4. Airfare ( for foreign participants)													
1														
	5.2.5. Airfare (for local participants)													
1														
	<b>5.3.Visibility and Other Material</b>													
	5.3.1. Banner													
	5.3.2. Stationary													
	5.3.3. Interpretation													
	5.3.4. Speaker's Honorarium													
	5.3.5. Other (please specify)													
	<b>TRAINING SUB-TOTAL</b>													

# FINANCIAL PROGRESS REPORT

## TRAINING - Example

Annex No.	Description of Expenses	Staff/Consultant/Supplier/Service Provider Name	Document Date (DD/MM/YY)	Document Type (Timesheet, invoice, voucher etc.)	Document No	Unit Cost (USD)	Number Of Units	Total Amount (Local Currency-.....)	COMCEC funding (Local Currency-.....)	Owner's contribution (Local Currency-.....)	Exchange Rate (USD/LC)	Total Amount (USD)	COMCEC funding (USD)	Owner's contribution (USD)
5	<b>TRAINING STUDY</b>													
	<b>5.1. Meeting Hall Rent</b>							11,000,000.00		11,000,000.00		774.05		774.05
	5.1.1. Meeting Hall Rent							11,000,000.00		11,000,000.00		774.05		774.05
1	Meeting Hall	Royal Kuningan Hotel	06/09/19	Billing Info		357.14	4.00	11,000,000.00		11,000,000.00	14.211,00	774.05		774.05
	<b>5.2. Transportation-Boarding-Lodging</b>							316,653,000.00	316,653,000.00			22,262.60	22,262.60	
	5.2.1. Boarding and lodging of the participants (for foreign participants)							55,000,000.00	55,000,000.00			3,870.24	3,870.24	
1	Residential Package for Foreign Participant	Royal Kuningan Hotel	06/09/19	Billing Info		107.00	40.00	55,000,000.00	55,000,000.00		14.211,00	3,870.24	3,870.24	
	5.2.2. Boarding and lodging of the participants (for local participants)							189,000,000.00	189,000,000.00			13,299.56	13,299.56	
1	Residential Package for Local Participant	Royal Kuningan Hotel	06/09/19	Billing Info		107.00	160.00	189,000,000.00	189,000,000.00		14.211,00	13,299.56	13,299.56	
	5.2.3. Local Transportation							2,760,000.00	2,760,000.00			194.22	194.22	
1	Vehicles Rent	PT. PUSAKA PRIMA TRANSPORT	06/09/019	Receipt	20190073284, 20190073896	5.00	71.00	2,760,000.00	2,760,000.00		14.211,00	194.22	194.22	
	5.2.4. Airfare ( for foreign participants)							69,893,000.00	69,893,000.00			4,898.58	4,898.58	
1	Mr. Md. Feroz Islam (BANGLADESH)	ANNISA TRAVEL	29/08/19	Invoice	HOIN19003899	553.57	1.00	8,704,800.00	8,704,800.00		14.268,00	610.09	610.09	
2	Mr. Rezaul Haque (BANGLADESH)	ANNISA TRAVEL	29/08/19	Invoice	HOIN19003899	553.57	1.00	8,704,800.00	8,704,800.00		14.268,00	610.09	610.09	
3	Mrs. Nurdyanaatqah Binti Nordin (BRUNEI DARUSSALAM)	ANNISA TRAVEL	29/08/19	Invoice	HOIN19003899	553.57	1.00	5,771,300.00	5,771,300.00		14.268,00	404.49	404.49	
4	Arlene Margreth Yadao (BRUNEI DARUSSALAM)	ANNISA TRAVEL	29/08/19	Invoice	HOIN19003899	553.57	1.00	5,771,300.00	5,771,300.00		14.268,00	404.49	404.49	
5	Mrs. Nur Barizah Binti Othaman (MALAYSIA)	ANNISA TRAVEL	29/08/19	Invoice	HOIN19003899	553.57	1.00	3,930,400.00	3,930,400.00		14.268,00	275.47	275.47	
6	Mrs. Suhaida Binti Mahati (MALAYSIA)	ANNISA TRAVEL	29/08/19	Invoice	HOIN19003899	553.57	1.00	3,930,400.00	3,930,400.00		14.268,00	275.47	275.47	
7	Mr. Janbar Khan (PAKISTAN)	ANNISA TRAVEL	29/08/19	Invoice	HOIN19003899	553.57	1.00	16,540,000.00	16,540,000.00		14.268,00	1,159.24	1,159.24	
8	Mr. Saad Ahmed Khawa (PAKISTAN)	ANNISA TRAVEL	29/08/19	Invoice	HOIN19003899	553.57	1.00	16,540,000.00	16,540,000.00		14.268,00	1,159.24	1,159.24	
	<b>5.3. Visibility and Other Material</b>							34,200,000.00	32,700,000.00	1,500,000.00		2,393.01	2,288.18	104.84
	5.3.1. Banner							4,700,000.00	3,200,000.00	1,500,000.00		328.49	223.65	104.84
1	Banner	PERMATA MANDIRI	31/08/19	Invoice		45.00	5.00	4,700,000.00	3,200,000.00	1,500,000.00	14.308,00	328.49	223.65	104.84
	5.3.2. Stationary							25,750,000.00	25,750,000.00			1,802.09	1,802.09	
1	Training Kit	PD. WIDYA GRAHA	01/09/19	Invoice	Nota 371	45.00	40.00	25,750,000.00	25,750,000.00		14.289,00	1,802.09	1,802.09	
	5.3.5. Other (please specify)							3,750,000.00	3,750,000.00			262.44	262.44	
1	Certificate	PD. WIDYA GRAHA	01/09/19	Invoice	Nota 431	10.00	50.00	3,750,000.00	3,750,000.00		14.289,00	262.44	262.44	
	<b>TRAINING SUB-TOTAL</b>							361,853,000.00	349,353,000.00	12,500,000.00		25,429.66	24,550.77	878.88

# FINANCIAL PROGRESS REPORT

## INCIDENTALS

	Description of Expenses	Staff/Consultant/Supplier/Service Provider Name	Document Date	Document No	Unit Cost (USD)	Total Amount (Local Currency- ....)	COMCEC funding (Local Currency- ....)	Owner's contribution (Local Currency- ....)	Exchange Rate (USD/LC)	Total Amount (USD)	COMCEC funding (USD)	Owner's contribution (USD)
7	INCIDENTALS					0,00	0,00	0,00		0,00	0,00	0,00
1						0,00				0,00		
2						0,00				0,00		
3						0,00				0,00		
4						0,00				0,00		
5						0,00				0,00		
TOTAL						0,00	0,00	0,00		0,00	0,00	0,00

# ADDENDUM FORM

## ADDENDUM FORM

### ADDENDUM FORM

Addendum N°...

Expiry Date

(Project Number)

Project title	
Project Owner	
Cooperation Area	
Country	
Period of implementation	
Responsible Authority	
Project Coordinator	
Purpose of Addendum	

#### List of Modifications

Scope of Modification	Justification of Modification
From ( Budget Item and Amount)	To ( Budget Item and Amount)

All other terms and conditions of the project fiche numbered ... attached to the Contract dated ... remain unchanged. This addendum shall form an integral part of the project fiche numbered ... attached to the Contract dated ..... and it shall enter into force on the later date of approval by the Bank.

#### Responsible Authority

Name :  
Title :  
Signature :  
Date :

# ADDENDUM FORM

## ADDENDUM FORM

<b>Project title</b>	<b>2018 IDNTRADE</b>
<b>Project Owner</b>	<i>Ministry of Trade Indonesia</i>
<b>Cooperation Area</b>	Trade
<b>Country</b>	<i>Indonesia</i>
<b>Period of implementation</b>	<i>5 (five) months</i>
<b>Responsible Authority</b>	<b>Antonius Yudi Triantoro</b>
<b>Project Coordinator</b>	<b>Nur Wahid</b>
<b>Purpose of Addendum</b>	<b>Modify and Transfer Budget Allocation for Workshop and <u>Traning</u></b>

### List of Modifications

Scope of Modification	Justification of Modification
<i>From ( Budget Item and Amount)</i>	<i>To ( Budget Item and Amount)</i>
<i>Banner 1.444,95 USD</i>	<i>Stationary 1.444,95 USD</i>
<i>Boarding and Lodging of the participants 470,02 USD</i>	<i>Meeting Hall 470,02 USD</i>



# NOTIFICATION FORM

## NOTIFICATION FORM

NOTIFICATION FORM	
<u>Notification N°...</u>	
<u>Expenditure/Note</u>	
(Project Number)	
Project title	
Project Owner	
Cooperation Area	
Country	
Period of implementation	
Responsible Authority	
Project Coordinator	
Purpose of Notification	
List of Modifications	
From ( Budget Item and Amount)	To ( Budget Item and Amount)
<p>All other terms and conditions of the project fiche numbered ... attached to the Contract dated ... remain unchanged. This notification shall form an integral part of the project fiche numbered ... attached to the Contract dated ... and it shall enter into force on the later date of approval by the Bank.</p>	
<b>Contact Person</b>	
Name	:
Title	:
Signature	:
Date	:

# NOTIFICATION FORM

## NOTIFICATION FORM

<b>Project title</b>	<b>2018 IDNTRADE</b>
<b>Project Owner</b>	<i>Ministry of Trade Indonesia</i>
<b>Cooperation Area</b>	Trade
<b>Country</b>	<i>Indonesia</i>
<b>Period of implementation</b>	<i>5 (five) Months</i>
<b>Responsible Authority</b>	<b>Antonius Yudi Triantoro</b>
<b>Project Coordinator</b>	<b>Nur Wahid</b>
<b>Purpose of Notification</b>	<b>Modify and Transfer Budget Allocation for Workshop and <u>Traning</u></b>

List of Modifications



<b>From ( Budget Item and Amount)</b>	<b>To ( Budget Item and Amount)</b>
<i>Boarding and Lodging of the participants 470,02 USD</i>	Meeting Hall 470,02 USD



# PAYMENT CONTROL FORM

2018-TURPOVER-586 PAYMENT CONTROL FORM													
		Budget CCO Funding Date	Payment 1	Payment 2	Payment 3	Payment 4	Total To Date	Remaining Amount	Budget PO Funding Date	Payment 1	Payment 2	Total To Date	Remaining Amount
1	HUMAN RESOURCES	11.750,00	1.875,00	1.750,00	2.125,00	6.000,00	11.750,00	0,00	0,00			0,00	0,00
	1.1. Fees	11.750,00	1.875,00	1.750,00	2.125,00	6.000,00	11.750,00	0,00	0,00			0,00	0,00
	1.1.1. Project Coordinator	8.250,00	1.875,00	1.750,00	2.125,00	2.500,00	8.250,00	0,00	0,00			0,00	0,00
	1.1.2. Project Trainer 1	3.500,00				3.500,00	3.500,00	0,00	0,00			0,00	0,00
2	TRAINING	13.165,00				13.436,00	13.436,00	-271,00	2.085,00	2.085,00		2.085,00	0,00
	2.1. Meeting Hall Rent	0,00				0,00	0,00	0,00	1.500,00	1.500,00		1.500,00	0,00
	2.1.1. Meeting Hall Rent	0,00				0,00	0,00	0,00	1.500,00	1.500,00		1.500,00	0,00
	2.2. Transportation/Boarding-Lodging	9.165,00				13.200,00	13.200,00	-4.035,00	585,00	585,00		585,00	0,00
	2.2.1. Boarding and lodging of the participants (for local participants)	3.000,00				3.600,00	3.600,00	-600,00	585,00			0,00	585,00
	2.2.2. Boarding and lodging of the participants (for foreign participants)	6.165,00				9.600,00	9.600,00	-3.435,00	0,00	585,00		585,00	-585,00
	2.3. Visibility and Other Material	4.000,00				236,00	236,00	3.764,00	0,00	0,00		0,00	0,00
	2.3.3. Interpretation	4.000,00				236,00	236,00	3.764,00	0,00			0,00	0,00
3	WORKSHOP	26.580,00				32.747,00	32.747,00	-6.167,00	3.320,00	3.320,00		3.320,00	0,00
	3.1. Meeting Hall Rent	0,00				0,00	0,00	0,00	1.500,00	1.500,00		1.500,00	0,00
	3.1.1. Meeting Hall Rent	0,00				0,00	0,00	0,00	1.500,00	1.500,00		1.500,00	0,00
	3.2. Transportation/Boarding-Lodging	26.180,00				32.393,00	32.393,00	-6.213,00	1.820,00	1.820,00		1.820,00	0,00
	3.2.1. Boarding and lodging of the participants (for foreign participants)	4.930,00				9.600,00	9.600,00	-4.670,00	1.820,00	1.820,00		1.820,00	0,00
	3.2.2. Boarding and lodging of the participants (for local participants)	3.000,00				3.600,00	3.600,00	-600,00	0,00			0,00	0,00
	3.2.3. Airfare (for foreign participants)	15.000,00				16.443,00	16.443,00	-1.443,00	0,00			0,00	0,00
	3.2.4. Airfare (for local participants)	2.000,00				2.160,00	2.160,00	-160,00	0,00			0,00	0,00
	3.2.5. Local Transportation	1.250,00				590,00	590,00	660,00	0,00			0,00	0,00
	3.3. Visibility and Other Material	400,00				354,00	354,00	46,00	0,00			0,00	0,00
	3.3.1. Banner	400,00				354,00	354,00	46,00	0,00			0,00	0,00
4	ASSOCIATED INVESTMENT	0,00				0,00	0,00	0,00	1.050,00	1.050,00		1.050,00	0,00
	4.1. Computer	0,00				0,00	0,00	0,00	750,00	750,00		750,00	0,00
	4.2. Printer	0,00				0,00	0,00	0,00	200,00	200,00		200,00	0,00
	4.4. Scanner	0,00				0,00	0,00	0,00	100,00	100,00		100,00	0,00
5	INCIDENTALS	6.438,89				0,00	0,00	6.438,89	0,00			0,00	0,00
	TOTAL	57.933,89	1.875,00	1.750,00	2.125,00	52.183,00	57.933,00	0,89	6.455,00	6.455,00	0,00	6.455,00	0,00
TOTAL CCO Contribution		57.933,89											
TOTAL PAYMENT		57.933,00	0,89	10,03									
TOTAL PO Contribution		6.455,00											
TOTAL PAYMENT		6.455,00											
Remaining Amount		0,00											

# ADDENDUM FORM

## ANNEX 8

### ADDENDUM FORM

Addendum N°1

Change of Payment Mode

[COMCEC 2018- TURPOVER-586]

<b>Project title</b>	Developing Guidelines on Social Safety Net Systems for OIC Countries
<b>Project Owner</b>	Turkish- Ministry of Family, Labor and Social Services
<b>Cooperation Area</b>	Poverty Alleviation
<b>Country</b>	Turkey
<b>Period of implementation</b>	April 2019-November 2019
<b>Responsible Authority</b>	Bülent TEKBIYIKOĞLU
<b>Project Coordinator</b>	Prof. Dr. H. Sibel Kalaycıoğlu
<b>Purpose of Addendum</b>	Change of Payment Mode and Incidental Use

List of Modifications

Scope of Modification	Justification of Modification
<i>Change of Payment Mode</i>	Due to complication payment process of Ministry of Family, Labor and Social Services we would ask you to, the Bank directly transfer the payment to the service providers after submitting the needed documents.
<i>Incidental Use and Transfers Between Budget Items</i>	Due to the lack of flights to the countries for begin and end dates of program, foreign participants (Gambia, Indonesia) were required to stay extra days. For this reason, it is necessary to use incidental budget of training and workshop programs in the foreign accommodation parts.

*Transfers From Surplus of Funds and Using Incidentals to Cover the Deficits on Some Items*

From: 2.3.3. Interpretation  
To: 2.2.2. Boarding and lodging of the participants (for foreign participants)  
Amount: **3.435,00 USD**

From: 2.3.3. Interpretation  
To: 2.2.1. Boarding and lodging of the participants (for local participants)  
Amount: **329,00 USD**

From: 3.3.1. Banner  
To: 2.2.1. Boarding and lodging of the participants (for local participants)  
Amount: **46,00 USD**

From: Incidentals  
To: 2.2.1. Boarding and lodging of the participants (for local participants)  
Amount: **225,00 USD**

From: 3.2.5. Local Transportation  
To: 3.2.1. Boarding and lodging of the participants (for foreign participants)  
Amount: **660,00 USD**

From: Incidentals  
To: 3.2.1. Boarding and lodging of the participants (for foreign participants)  
Amount: **4.010,00 USD**

From: Incidentals  
To: 3.2.2. Boarding and lodging of the participants (for local participants)  
Amount: **600,00 USD**

From: Incidentals  
To: 3.2.3. Airfare (for foreign participants)  
Amount: **1.443,00 USD**

From: Incidentals  
To: 3.2.4. Airfare (for local participants)  
Amount: **160,00 USD**

# REVISED BUDGET

2018-TURPOVER-586 PAYMENT CONTROL FORM															
		Budget CCO Funding	Payment 1	Payment 2	Payment 3	Payment 4	Total To Date	Remaining Amount	Payment Order	Remaining Amount After Payment Order	Budget PO Funding	Payment 1	Payment 2	Total To Date	Remaining Amount
	<b>REVISED BUDGET</b>	<b>Date</b>									<b>Date</b>				
1	<b>HUMAN RESOURCES</b>	11.750,00	1.875,00	1.750,00	2.125,00	6.000,00	11.750,00	0,00			0,00			0,00	0,00
	1.1. Fees	11.750,00	1.875,00	1.750,00	2.125,00	6.000,00	11.750,00	0,00			0,00			0,00	0,00
	1.1.1. Project Coordinator	8.250,00	1.875,00	1.750,00	2.125,00	2.500,00	8.250,00	0,00			0,00			0,00	0,00
	1.1.2. Project Trainer 1	3.500,00				3.500,00	3.500,00	0,00			0,00			0,00	0,00
2	<b>TRAINING</b>	13.436,00				13.436,00	13.436,00	0,00			2.085,00			0,00	2.085,00
	2.1. Meeting Hall Rent	0,00				0,00	0,00	0,00			1.500,00			0,00	1.500,00
	2.1.1. Meeting Hall Rent	0,00				0,00	0,00	0,00			1.500,00			0,00	1.500,00
	2.2. Transportation/Boarding-Lodging	13.200,00				13.200,00	13.200,00	0,00			585,00			0,00	585,00
	2.2.1. Boarding and lodging of the participants (for local participants)	3.600,00				3.600,00	3.600,00	0,00			585,00			0,00	585,00
	2.2.2. Boarding and lodging of the participants (for foreign participants)	9.600,00				9.600,00	9.600,00	0,00			0,00			0,00	0,00
	2.3. Visibility and Other Material	236,00				236,00	236,00	0,00			0,00			0,00	0,00
	2.3.3. Interpretation	236,00				236,00	236,00	0,00			0,00			0,00	0,00
3	<b>WORKSHOP</b>	32.793,00				32.747,00	32.747,00	46,00			3.320,00			0,00	3.320,00
	3.1. Meeting Hall Rent	0,00				0,00	0,00	0,00			1.500,00			0,00	1.500,00
	3.1.1. Meeting Hall Rent	0,00				0,00	0,00	0,00			1.500,00			0,00	1.500,00
	3.2. Transportation/Boarding-Lodging	32.393,00				32.393,00	32.393,00	0,00			1.820,00			0,00	1.820,00
	3.2.1. Boarding and lodging of the participants (for foreign participants)	9.600,00				9.600,00	9.600,00	0,00			1.820,00			0,00	1.820,00
	3.2.2. Boarding and lodging of the participants (for local participants)	3.600,00				3.600,00	3.600,00	0,00			0,00			0,00	0,00
	3.2.3. Airfare (for foreign participants)	16.443,00				16.443,00	16.443,00	0,00			0,00			0,00	0,00
	3.2.4. Airfare (for local participants)	2.160,00				2.160,00	2.160,00	0,00			0,00			0,00	0,00
	3.2.5. Local Transportation	590,00				590,00	590,00	0,00			0,00			0,00	0,00
	3.3. Visibility and Other Material	400,00				354,00	354,00	46,00			0,00			0,00	0,00
	3.3.1. Banner	354,00				354,00	354,00	0,00			0,00			0,00	0,00
4	<b>ASSOCIATED INVESTMENT</b>	0,00				0,00	0,00	0,00			1.050,00			0,00	1.050,00
	4.1. Computer	0,00				0,00	0,00	0,00			750,00			0,00	750,00
	4.2. Printer	0,00				0,00	0,00	0,00			200,00			0,00	200,00
	4.4. Scanner	0,00				0,00	0,00	0,00			100,00			0,00	100,00
5	<b>INCIDENTALS</b>	0,00				0,00	0,00	0,00			0,00			0,00	0,00
	<b>TOTAL</b>	<b>57.979,00</b>	<b>1.875,00</b>	<b>1.750,00</b>	<b>2.125,00</b>	<b>52.183,00</b>	<b>57.933,00</b>	<b>46,00</b>	<b>0,00</b>	<b>0,00</b>	<b>6.455,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>6.455,00</b>

## REPORTS/DOCUMENTS REQUIRED TO BE DELIVERED IN HARD COPY

Documents that form basis for the payments/make significant changes in the Project are required to be delivered to the Bank in hard copy.

1. **The Contract**
2. **DRF and Statement of Expenses** (Necessary documents ( etc.) that verify the expenditures will be attached to Disbursement Request Form.)
3. **DRF and Financial Progress Reports** (Financial Progress Report and it's annexes (Report+Annexes+verifying expenditure documents-invoices, airfare ticket etc.)
4. **Timesheets**
5. **Addendum Form (if applicable)**
6. **Notification Form (if applicable)**



THANK YOU

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