



AUN/SEED-Net



Financial Guidelines

Regional Conference Program

ASEAN University Network/
Southeast Asia Engineering Education Development Network (AUN/SEED-Net)

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1. [Basic Principles](#)

- 1) Being awarded with any grants offered by AUN/SEED-Net, all grantees agree to conform to the financial rules and regulations as described in this document.
- 2) The management of the grants must adopt the Japanese Fiscal Year (JFY) system, which starts from April and ends in March of the following year.
- 3) Any grant funds unexpended or uncommitted at the end of the implementation period must be promptly returned to AUN/SEED-Net.

2. [Contract Preparation and Budget Management](#)

- 1) A program contract is made between AUN/SEED-Net and the organizing university.
- 2) A contract is in effect from the contract signing date or April 1 (whichever comes later) until January 15, 2025.
- 3) The grant amount is for organizing an event that lasts two days.
- 4) The grant disbursement from AUN/SEED-Net is made to the organizing university via bank transfer. Only an authorized bank account of the university can be used for the transaction.
- 5) The approved grant is disbursed in full only after submission of the financial report, as described in [Section 3](#).
- 6) AUN/SEED-Net reserves the right to adjust the grant as it deems necessary.

3. [Financial Report](#)

- 1) The organizing university is held solely responsible for financial reporting and compiling the necessary documents from the parties concerned.
- 2) Four elements make up the financial report and the report compilation must be in the following order.

Document		Definition	Form/Reference
1	Account Book	Spreadsheet with entries of budget and expenditure transactions	Download
2	Payment Slip	Cover page for individual transaction	Download
3	Receipt	Proof of payment	Section 4
4	Supplemental Document	Extra document to justify certain types of expenditure	Section 4

- 3) The final financial report must be submitted in hard copy. Reports produced with re-used papers are not acceptable.
- 4) The submission of the final financial report must be made within one month after the end of the event.

4. [Eligible Expenditures](#)

The following regulations are applicable to expenditure transactions.

- 1) Eligible expenditures are those deemed necessary solely for the purposes of organizing an event. Those suspected of being for personal or leisure use will be considered ineligible.
- 2) Eligible expenditures must be presented with proof of payment, a so-called receipt. The proof of payment must be:

- ✓ In original hard copy
 - ✓ Issued by the supplier/service provider/university system
 - ✓ Free from any corrections
 - ✓ Dated between the effective contract period
- 3) As proof of payment, AUN/SEED-Net accepts:
- ✓ Receipt
 - ✓ E-receipt
 - ✓ Invoice stamped as paid
 - ✓ Cash on delivery note
 - ✓ Tax invoice
 - ✓ Cash invoice
 - ✓ Credit card statement
 - ✓ Payment voucher automated by the university system
- 4) When an original hard copy cannot be supplied, a photocopy must be certified as a true copy.
- 5) If the total amount on the proof of payment exceeds 1,000 USD, at least one more quotation must be presented.
- 6) Proofs of payment must be in English. If not, English translation is required.
- 7) Whenever currency conversion is applied, evidence of the exchange rate must be presented. The date on the evidence must match that on the proof of payment.
- 8) Trustworthy sources of the exchange rate could be one of the following:
- ✓ Credit card statement
 - ✓ <https://www.oanda.com/currency/converter/>
 - ✓ Money exchange company
 - ✓ National/central bank of each ASEAN member state
 - ✓ Rate applied to budget transfers made by AUN/SEED-Net
 - ✓ Unified rate of university
- 9) Eligible expenditures **exclude** the following.
- ✓ Entertainment
 - ✓ Equipment that costs higher than 3,000 USD
 - ✓ Food and drink
 - ✓ Fuel and gasoline
 - ✓ Phone bills
 - ✓ Salary
 - ✓ Souvenirs
 - ✓ Tuition fees
 - ✓ University overhead fees
 - ✓ Extra reception dinner
 - ✓ Testing and quarantine costs
- 10) Items expended by the grant money must eventually belong to the organizing university.
- 11) For certain groups of expenditure, additional conditions are set. Supplemental documents are also required for such transactions. AUN/SEED-Net reserves the right to request documents other than those mentioned below.

Expenditure	Conditions	Supplemental documents
Meeting package <i>A meeting package refers to a combination of the venue rental, lunch, coffee breaks, and one reception dinner.</i>	<ul style="list-style-type: none"> ✓ Proof of payment must be described as “meeting package.” ✓ Proof of payment with wording referring to food, drink, and entertainment will not be accepted. ✓ Only one event reception is acceptable. 	<ul style="list-style-type: none"> ✓ Copy of event registration sheet ✓ Conference program/schedule
Event organizer/Travel agent	<ul style="list-style-type: none"> ✓ A service provider cannot be an individual. Only companies are permitted. ✓ The appointment and payment for the service provider are subject to the approval of AUN/SEED-Net. 	-

12) The grant money can also support individual participants from universities in South Asia and Africa. The selection and number of support recipients are subject to the approval of AUN/SEED-Net.

13) Financial support for individual participants includes accommodation, domestic transportation, registration fee, and publication fee.

14) AUN/SEED-Net reserves the right to decline any transaction deemed to not fully adhere to the rules and regulations.

5. Templates Regulated by AUN/SEED-Net and Samples of Supplemental Documents

1) In this section, a grantee can refer to the document templates regulated by AUN/SEED-Net and samples of the supplemental documents.

2) A template is a mandatory form for financial reporting, while a sample serves as a reference. The document could be in any other format.

Type	Document		Template/Sample	Click here for reference
Financial reporting	1	Account book	Template	Download
	2	Payment slip	Template	Download

For inquiries, please contact contact@aun-seed.net