

## **Payment request instructions**

Business Partnership Support that has been granted may not be paid in more than two instalments and may not be extended. With every request for payment, the applicant must submit a progress report that describes the project's activities and use of funds. The support granted must be used after the date of registration and its payment requested within 24 months from the date of notification of the Government grant decision. The Government grant decision is sent to the party concerned through the e-services of the Ministry for Foreign Affairs. Service is otherwise subject to the provisions on service in administrative matters (Administrative Procedure Act 434/2003).

Requests for payment of Business Partnership Support are to be submitted through the [Ministry for Foreign Affairs'](#) e-services. The payment request form can be found in the e-services (see more detailed instructions below). Attachments to the payment request form, which can be found on the Finnpartnership website, are to be uploaded to the payment request form in the e-services.

Before the support is paid, the company must submit a commitment form relating to the project in the e-services in accordance with the instructions. The commitment form can be found in the "Initiated" tab of the e-services, by clicking on the title of the application form of the business partnership project in question. The "Commitment" button is located in the menu at the bottom of the screen.

The request for payment consists of:

### **1) a payment request form**

The form can be found in the "Initiated cases" tab of the e-services by clicking on the title of the application form of the Business Partnership Support project in question. This accesses the "Case details" tab with the "Business Partnership payment request" button at the bottom.

### **2) a statement of actual costs (cost breakdown)**

The Finnpartnership template must be used for the cost breakdown. The cost breakdown must be submitted in Excel format as an attached to the request for payment. In the cost breakdown, the value-added tax (VAT) of the costs must be 0%, that is, the costs are recorded net of VAT<sup>1</sup>. All costs must be actual, paid and recorded in the beneficiary's accounts. In addition, the costs must be broken down according to the details given below. Travel costs are reimbursed in accordance with the principles governing the general mode of travel (Section 5) of the State Travel Regulations: e.g., economy class airline tickets without additional services and reasonable accommodation costs (price per night). Daily allowances are reimbursed at the most in accordance with the maximum amounts of the State Travel Regulations in force at the time.

Costs should be broken down by project stages as follows:

**Travel costs should be broken down as follows:**

- the name of the traveller, the purpose of the trip, the mode of transport, destination and date, and the price of the trip;
- hotels: name of the traveller, the place of stay, the number of nights and the price per night.

**Per diem costs should be broken down as follows:**

- to whom the per diem allowance was paid, for how many days and the per diem allowance per day.

**The labour costs incurred by the company's own personnel and by external experts should be broken down as follows:**

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<sup>1</sup> Insofar as VAT remains the final cost on the basis of the account provided by the applicant, the VAT element may be included in the reimbursable costs.

- the person, the work/task performed, the daily cost and the number of working days.

The costs of external experts cannot be presented as a single non-itemised total cost. Travel expenses for external experts should also be broken down in the same way as those of the company's own personnel, and should not be included in labour costs.

Salaries/fees may be paid to the company's own personnel and external experts above the maximum limits. However, the support to be granted is determined by the salary/fee caps specified in the Terms and Conditions of Business Partnership Support.

### **3) an opinion and a checklist completed and signed by the auditor**

The completed checklist, initialled by the auditor (every page), must be returned and attached to the audit report.

### **4) a progress report.**

With every request for payment, the applicant must submit a progress report that describes the project's activities and use of funds. The purpose of the report is to provide a comprehensive account of the fulfilment of the project in relation to the objectives set for it. The reporting template on the Finnpartnership website must be used for reporting. The reporting template is divided into a mandatory part (1), for which all questions must be answered, and a voluntary part (2) to be filled in as applicable. The questions are intended to serve as a guideline for reporting; you do not need to answer all of them.

If the project has been given special recommendations or requirements in the government grant decision concerning environmental and social impact, a report on their fulfilment must be submitted in the request for payment in the way that the Ministry for Foreign Affairs specified and notified to the company during the processing of the application. No payment will be made

if the beneficiary of Business Partnership Support fails to provide sufficient documentation demonstrating that due account has been taken of environmental and social requirements.

**Extensions to the period of use for Business Partnership Support are not granted.** If the beneficiary has not submitted a request for payment by the deadline specified in the Government grant decision and its attachments, the support will lapse and will not be paid. However, the beneficiary may apply again if the support is not used due to delays in the implementation of the project. It must be noted, however, that the eligible costs of a new application can only be incurred after the new application has been registered.

### **Instructions for retention of supporting documents**

Supporting documents (such as receipts) should not be attached to the request for payment. It is the auditor's task to verify that the costs identified in the request for payment have been incurred and paid by the beneficiary. However, upon request, the beneficiary of Business Partnership Support must submit the supporting documents to the Ministry for Foreign Affairs or a special auditor appointed by the ministry. For this reason, it is good practice for the beneficiary to collect copies of supporting documents relating to Business Partnership Support in a separate folder, both for the auditor for the purpose of issuing the audit report and for any future verification or requests for supporting documents.

### **Submitting a request for payment**

Requests for payment are submitted through the e-services of the Ministry for Foreign Affairs.

### **Payment of Business Partnership Support**

Finnpartnership and the Ministry for Foreign Affairs assess requests for payment and the eligibility of the costs set out therein. In connection with the assessment and review process of Finnpartnership and the Ministry for Foreign Affairs, the beneficiary must be prepared to specify, upon request, the aspects related to the implementation of the

project and the content of the request for payment. If the conditions for payment are met, the request for payment of Business Partnership Support is processed by the Ministry for Foreign Affairs within 45 days of when the request for payment and above-mentioned attachments are received by the Ministry.