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Coordinator of Scientific  
Research Projects  
Coordination Unit

R&D Projects Supported by  
European Union and  
International Organizations

Expenditure  
Processes  
Information  
Guide

2025



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Coordinator of Scientific  
Research Projects  
Coordination Unit

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EU and International Projects Unit

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**-The relevant process guide has been prepared in accordance with EU regulations.**

## **INITIATION OF A NEW PROJECT**

Once funds have been received into the account of a newly initiated project, the relevant project documents are forwarded from the Strategy Development Department to the BAP Coordination Unit.

To complete the project file, two documents are required:

- A signed PDF version of the approved project contract must be sent via email by the **Authorising Officer** —the individual holding expenditure authority for the project— to the staff of the EU Projects Unit within the BAP Coordination Unit.
- The “**Confirmation of Appointment for the Certifying Officer**” form, available under the “EU and International Forms” section of the BAP Coordination Unit website, must be submitted in hard copy with a wet signature to the EU Projects Unit via postal mail.

In order to ensure continuity, it is recommended that the Certifying Officer be selected from among academic or administrative personnel.

## **SERVICE PROCUREMENT**

*(In service procurement procedures, transactions are carried out either through direct procurement or by requesting **advance payment**. Additionally, “Procurement of Services from an Individual” may be carried out during the process. Due to procedural differences, these will be specified separately.)*

### **Procedures for Advance Payment Requests:**

1. **The set of required documents to be submitted when requesting an advance payment is as follows:**
  - a. **Letter addressed to BAP**
    - i. The relevant details and the requested amount must be clearly stated in formal language.
  - b. **Advance Payment Request Form**
    - i. Bank details must be provided.
    - ii. The IBAN provided must correspond to the individual submitting the advance payment request.
  - c. **Foreign Currency Transfer Request Form**
    - i. If the transfer is in foreign currency and the bank is other than Vakıfbank, the customer stamp/signature section must be left blank. The **Authorising Officer** may sign and stamp in a blank section at the bottom.
    - ii. The form can be obtained from Vakıfbank / METU Branch.
  - d. **Central Bank Exchange Rate Statement**
    - i. In cases where the request is made in foreign currency, the **buying rate published by the Central Bank** must be used.

## **2. Set of Documents to be Submitted When Performing Advance Payment**

### **Reconciliation:**

#### **a. Petition addressed to BAP**

- i. The details concerning the expenditure and, if applicable, the refund amount—including the related transaction and amount— must be clearly stated in formal language.

#### **b. Advance Payment Reconciliation Receipt**

- i. The “Description of the Expense” section should include a summary of the details regarding the service procurement. In the “Type of Payment” section, it is appropriate to specify “Service Procurement.”

#### **c. Expenditure Authorization**

- i. The date of issuance must be between the date the advance payment was made and the invoice date. If the invoice is issued on the same day as the advance payment is made, the date of issuance may correspond to that day.

#### **d. Invoice**

- i. The description section must include the project name and code. For domestic foreign currency purchases, the equivalent amount in **Turkish Lira (TL)** must be stated, and the exchange rate used must be specified by the company in that section.
- ii. If the invoice is subject to **withholding tax** (for purchases exceeding 9,900 TL), all related procedures must be completed within the same month in which the invoice is issued.
- iii. The invoice must bear the statement **“Market price research has been conducted by me.”** together with the signature of the **Authorising Officer**.
- iv. If the invoice is issued as an e-invoice, the payment order must include the linking process at the time of creation.
- v. The invoice must be issued in the name of **METU BAP Coordination**. If the project is **VAT-exempt**, the tax identification numbers of both the **Strategy Development Department (Strateji Geliştirme Daire Başkanlığı)** and the Dean’s Office must be provided to the company; if there is no VAT exemption, only the Dean’s Office tax identification number should be provided.
- vi. If the project is **VAT-exempt**, no tax should be deducted from the invoice, as such deductions would adversely affect the project budget.

#### **e. Translation of the Invoice**

- i. If the invoice is in a foreign language, both the original document and its translated version must be attached.

#### **f. Service Examination and Acceptance Commission Report**

- i. The date of issuance of the document must be the same as or later than the invoice date. It must specifically be a Service Examination and Acceptance Commission Report.
- ii. In the approval section, the date and reference number of the issued Expenditure Authorization must be stated.

#### **g. Advance Repayment Receipt**

- i. In cases of an advance difference or withholding tax, the relevant amount must be calculated and refunded to the project account. This must be clearly stated in the description section of the receipt.
  - ii. If the currency of the withdrawn advance is Turkish Lira (TL), when calculating the advance repayment, the exchange rate indicated on the deposit receipt must be used. If the advance was requested in a foreign currency, the exchange rate applied at the time the advance was deposited must be taken as the basis for the calculation.
- h. Supporting Documents Related to Externally Procured Services**
- i. Documents such as contract annexes, emails, or other evidence supporting the service procurement must be submitted—especially when the situation requires application beyond the regulation or relevant legislation, or if otherwise necessary during the process. If the submitted documents are in a foreign language, they must be accompanied by a translation bearing the statement *“The translation has been performed by me,”* along with the Authorising Officer’s stamp and signature.

### **Direct Procurement Process:**

#### **1. Document Set:**

##### **a. Petition Addressed to the BAP Coordination Unit**

- i. Bank details, specific details related to the procurement, if applicable, international bank details, and the amount and currency to be paid must be clearly and formally stated.

##### **b. Expenditure Authorization**

- i. The date of issuance must be **between the date the advance payment was made and the invoice date.**

##### **c. Invoice**

- i. The description section must include the project name and project code. For domestic foreign currency purchases, the equivalent amount in Turkish Lira (TL) must also be stated. The exchange rate used must be indicated by the supplier in the description section.
- ii. If the invoice is subject to **withholding tax** (for procurements exceeding 9,900 TL), all related procedures must be completed within the same month the invoice is issued.
- iii. If the **Market Price Research Report** and **Three written supplier offers** cannot be provided, the Authorising Officer of the project must write the statement **“Market price research has been conducted by me”** on the invoice and affix their **stamp and signature** accordingly.
- iv. If the invoice is issued as an e-invoice, the payment order must include the linking process at the time of creation.
- v. The invoice must be issued in the name of METU BAP Coordination Unit. If the project is **VAT-exempt**, both the Strategy Development Department’s and the Dean’s Office’s tax identification numbers must be provided to the

supplier. If there is no VAT exemption, only the Dean's Office's tax identification number should be provided.

- vi. If the project is **VAT-exempt**, no tax should be deducted from the invoice, as such deductions would adversely affect the project budget.

**d. Translation of the Invoice**

- i. If the invoice is issued in a foreign language, the translated version must be attached along with the original.

**e. Service Examination and Acceptance Commission Report**

- i. The date of issuance of the document must be the same as or later than the invoice date. It must specifically be a Service Examination and Acceptance Commission Report.
- ii. In the section used as the approval record, the date and reference number of the issued Expenditure Authorization must be stated.

**f. Market Price Research Report**

- i. The VAT-excluded unit prices from the **written supplier offers** must be listed. Only the **total amount of the selected offer**, excluding VAT, should be included.

**g. Three Written Supplier Offers (Excluding VAT)**

**h. Tax Debt Clearance Certificate**

- i. Valid for 15 days. It must be included for procurements exceeding 5,000 TL. This applies to purchases made from companies subject to the tax system in Türkiye.

**j. Supporting Documents Related to Externally Procured Services**

- i. Documents such as contract annexes, emails, or other materials that serve as supporting evidence must be submitted. If any of the submitted documents are in a foreign language, they must be accompanied by a translation bearing the statement **“The translation has been performed by me,”** along with the Authorising Officer's stamp and signature.

**k. Single Source Procurement Documents**

- i. If the procurement is conducted from a sole authorized supplier, a Single Source Procurement Form, proof of sole authority, or an apostille must be submitted.

In procurements made via single source, a **Market Price Research Report** and **Three written supplier offers** are **not** required.

**l. Foreign Currency Transfer Request Form**

- i. Must be submitted when the transfer is to be made to a bank other than Vakıfbank. The customer stamp/signature section must be left blank. The Authorising Officer may stamp/sign a blank section at the bottom of the form.

**m. Central Bank Exchange Rate Information**

- i. If the request is made in foreign currency, the Central Bank's buying rate must be used.
- ii. The exchange rate corresponding to the invoice date must be used.

## **Procurement of Services from an Individual:**

*(Services from an individual may be procured either through an advance payment process or via the direct procurement process. Since the advance request procedures are the same as those described under general service procurement, they are not detailed again here. However, during the advance reconciliation process, in addition to the document set listed below, the advance request documents and (if applicable) the advance repayment receipt—delivered by the BAP Coordination Unit – EU Projects Unit—must also be attached.)*

### **1. Document Set:**

- i. Petition addressed to the BAP Coordination Unit**
  1. Details that need to be explained regarding the individual service procurement and the exact amounts must be written clearly and formally.
- ii. Expenditure Authorization**
  1. The date of issuance must be **prior to** the issuance date of the payment voucher.
  2. If the service procurement was conducted with an advance payment, the date must fall **between the advance date and the issuance date of the payment voucher**.
- iii. Payment Voucher**
  1. The individual providing the service must not be a registered taxpayer or have any active social security record. Since the individual cannot issue an invoice, this document serves as a replacement.
  2. Since the month stated in the date of issuance will be used as a reference, the process must be completed within the same month. Otherwise, a penalty may be imposed on the individual.
- iv. Service Examination and Acceptance Commission Report**
  1. The issuance date of the Service Examination and Acceptance Commission Report must be the same as or later than the date of the payment voucher.
  2. In the section used as the approval record, the date and reference number of the issued Expenditure Authorization must be stated.
- v. Service Procurement Contract**
  1. If a contract has been signed, it must be attached to the document set.
- vi. Foreign Currency Transfer Request Form**
  1. Must be included if the transfer is to be made to a bank other than Vakıfbank.
  2. The customer stamp/signature section must be left blank. The Authorising Officer may stamp/sign in an empty section at the bottom.
- vii. Central Bank Exchange Rate Statement**
  1. Must be included when transactions are carried out in foreign currency.
  2. The Central Bank's buying rate must be used.

3. If the direct procurement method is used, the exchange rate corresponding to the date of the payment voucher must be taken as the basis.
4. If an advance payment method is used: When the request is made in TL, the exchange rate on the bank receipt showing the advance deposit must be used. When the request is made in foreign currency, the exchange rate attached to the advance document set must be taken as the basis for the relevant procedures.

**viii. Supporting Documents Related to Externally Procured Services**

1. Documents such as contract annexes, emails, or other materials that serve as supporting evidence must be submitted. These must be included particularly when the situation requires application beyond the regulation or applicable law, or if otherwise necessary during the process.
2. All documents in a foreign language must be accompanied by a translation. Each translation must include the statement **“The translation has been performed by me.”** and must bear the stamp and signature of the Authorising Officer.

## **PROCUREMENT OF GOODS**

*(Procurement of goods may be carried out through advance payment requests, direct procurement, or—if customs procedures are involved—via the Foreign Procurement Unit (Administrative and Financial Affairs Office).)*

### **1. When an Advance is Requested:**

#### **a. Advance Request Document Set:**

- i. Petition addressed to BAP**
  1. The details that need to be clarified and the requested amount must be clearly stated in formal language.
- ii. Advance Payment Request Form**
  1. Bank account information must be provided.
  2. The IBAN must belong to the individual requesting the advance.
- iii. Foreign Currency Transfer Request Form**
  1. If the transfer is to be made in foreign currency to a bank other than Vakıfbank, the customer stamp/signature section must be left blank. The Authorising Officer may stamp/sign in an empty section at the bottom.
- iv. Central Bank Exchange Rate Statement**
  1. If the request is made in foreign currency, the **buying rate** must be used.

### **2. During Advance Reconciliation:**

a. **Advance Reconciliation Document Set:**

i. **Petition addressed to the BAP Coordination Unit**

1. The expenditure details and (if applicable) the refund amount, including the transaction description and amount, must be clearly and formally stated.

ii. **Advance Reconciliation Receipt**

1. In the “Description of the Expense” section, a brief summary of the procured goods must be provided.
2. In the “Type of Payment” section, it is appropriate to specify “Procurement of Goods.”

iii. **Expenditure Authorization**

1. Must be issued prior to the invoice date. Therefore, the issuance date should fall after the advance is received but before the invoice date.
2. If an expenditure is made on the same day the advance is deposited into the individual’s account, the authorization may also be dated the same day.

iv. **Invoice**

1. The description section must include the project name and project code. For domestic foreign currency purchases, the equivalent amount in **Turkish Lira (TL)** must also be stated. The exchange rate used must be indicated by the supplier in the description section.
2. The invoice must be issued in the name of METU BAP Coordination Unit. If the project is **VAT-exempt**, the tax identification numbers of both the Strategy Development Department and the Dean’s Office must be provided to the supplier. If there is no **VAT exemption**, only the Dean’s Office’s tax identification number should be provided.
3. The front side of the invoice must include the statement **“Market price research has been conducted by me,”** accompanied by the Authorising Officer’s stamp and signature.
4. If the invoice is issued as an e-invoice, the linking process must be completed during payment order creation.
5. If the project is **VAT-exempt**, any tax deduction on the invoice would negatively impact the project budget and is not acceptable.

v. **Translation of the Invoice**

1. If the invoice is issued in a foreign language, the translated version must be attached.

vi. **Service Examination and Acceptance Commission Report**

1. The issuance date of the report must be the same as or later than the invoice date. It must specifically be a **Goods Procurement Service Examination and Acceptance Commission Report**.

2. In the section used as the approval record, the date and reference number of the issued Expenditure Authorization must be stated.

**vii. TIF (Movable Property Transaction Document)**

1. A Movable Property Transaction Document is required for goods classified under code **253** and above (Durable Movable Property / Fixed Assets) as listed in the Movable Property Code List.

**viii. Advance Repayment Receipt**

1. If the full amount of the advance was not used, the remaining balance must be refunded. The repayment receipt must be included in the document set. The description section of the receipt must clearly state “**Advance Repayment Amount.**”
2. If the request was made in TL, the transaction exchange rate indicated on the bank receipt confirming the deposit must be used. If the request was made in foreign currency, the exchange rate attached to the advance document set must be taken as the basis.

**ix. Supporting Documents Related to Externally Procured Goods**

1. Documents such as contract annexes, emails, or other materials that serve as supporting evidence must be submitted—especially when the situation requires application beyond the regulation or relevant legislation, or if otherwise necessary during the process.

If any documents are in a foreign language, they must be accompanied by a translation. The translated document must include the statement “*The translation has been performed by me,*” and must bear the stamp and signature of the Authorising Officer.

**3. Direct Procurement Process:**

**a. Document Set:**

**i. Petition addressed to the BAP Coordination Unit**

1. Bank details, procurement-related information that needs clarification, international bank details (if applicable), and the amount and currency to be paid must be clearly stated in formal language.

**ii. Expenditure Authorization**

1. Must be issued prior to the invoice date.

**iii. Invoice**

1. The description section must include the project name and code. For domestic foreign currency purchases, the equivalent amount in Turkish Lira (TL) must also be stated. The exchange rate used must be indicated by the supplier in the description section.
2. The invoice must be issued in the name of METU BAP Coordination Unit. If the project is VAT-exempt, both the Strategy Development Department’s and the Dean’s Office’s tax identification numbers must be provided to the supplier. If there is no VAT exemption, only the Dean’s Office’s tax identification number should be provided.

3. If the invoice is issued as an e-invoice, the linking process must be completed during payment order creation.
  4. If the project is VAT-exempt, any tax deduction on the invoice is considered inappropriate as it would negatively impact the project budget.
  5. If the **Market Price Research Report** and **Three written supplier offers** cannot be provided, the Authorising Officer of the project must write the statement **“Market price research has been conducted by me”** on the invoice and affix their **stamp and signature** accordingly.
- iv. Translation of the Invoice**
1. If the invoice is in a foreign language, a translated version must be attached.
- v. Service Examination and Acceptance Commission Report**
1. The issuance date of the report must be the same as or later than the invoice date. It must specifically be a Goods Procurement Service Examination and Acceptance Commission Report.
  2. In the section used as the approval record, the date and reference number of the issued Expenditure Authorization must be stated.
- vi. Market Price Research Report**
1. The VAT-excluded unit prices from the **written supplier offers** must be stated. Only the **total amount of the selected offer**, excluding VAT, should be indicated.
- vii. Three written supplier offers (Excluding VAT)**
- viii. Tax Debt Clearance Certificate**
1. Valid for 15 days. Must be included for procurements exceeding 5,000 TL. Applicable for suppliers subject to the Turkish tax system.
- ix. Supporting Documents Related to Externally Procured Goods**
1. Documents such as contract annexes, emails, or other materials that serve as supporting evidence must be submitted. If any of the documents are in a foreign language, they must be accompanied by a translation bearing the statement ***“The translation has been performed by me,”*** along with the Authorising Officer’s stamp and signature.
- x. Single Source Procurement Documents**
1. If the procurement is conducted from a sole authorized supplier, a Single Source Procurement Form, proof of sole authority, or an apostille must be submitted.  
In such cases, the **Market Price Research Report** and **Three written supplier offers** are **not** required.
- xi. Foreign Currency Transfer Request Form**
1. Must be submitted when the transfer is to be made to a bank other than Vakıfbank. The customer stamp/signature section must be left blank. The Authorising Officer may stamp/sign in an empty section at the bottom.
- xii. Central Bank Exchange Rate Information**
1. If the request is made in foreign currency, the **buying rate** must be used.

2. The rate corresponding to the invoice date must be used.
- xiii. TIF (Movable Property Transaction Document)**
1. Required for goods classified under code **253** and above (Durable Movable Property / Fixed Assets) as listed in the Movable Property Code List.

**4. Foreign Procurement Process:**

*(If customs expenses arise during goods procurement, the process must be conducted as a Foreign Procurement Process. This process is carried out via prepayment or by opening a letter of credit.)*

**a. Document Set:**

*(The documents listed below must initially be submitted by the Authorising Officer. Additional documents required for the closing phase are specified in Stage 2 and Stage 3.)*

**i. Stage 1:**

1. Petition addressed to the BAP Coordination Unit
2. Petition addressed to the Rectorate
3. Petition addressed to the Foreign Procurement Unit
  - a. Submitted only in cases where prepayment is required and clearly stated. A petition template is available on the BAP Coordination Unit website.
4. Expenditure Authorization
  - a. Can be completed similarly to the one under the Direct Procurement heading.
5. Proforma Invoice
6. If there are exceptional conditions or additional requests, explanatory documents must be submitted. These documents must be consistent with the rest of the submission (e.g., reflected in the proforma invoice mentioned in the petition, and supported by evidence-based documentation).

**ii. Stage 2:**

*(The following document must be submitted by the responsible individual or unit after the above processes are completed.)*

1. Credit Request Form
  - a. Since the purchase will be handled by the Administrative and Financial Affairs Department during the advance process, the IBAN number of the relevant unit must be entered.  
**(Tax ID: 6340445496 – IBAN: TR810001001537481675555036)** – The same information must be entered again when completing the payment to the rightful beneficiary.

**iii. Stage 3:**

*(Stage 1 and 2 cover the required documents for opening the letter of credit account. The documents listed below must be submitted by the relevant unit during the account closure phase. Additional documents are delivered by the Administrative and Financial Affairs Department.)*

1. Petition addressed to the BAP Coordination Unit
2. Service Examination and Acceptance Commission Report  
**Market Price Research Report + Three written supplier offers** (if available)
  - a. If these documents cannot be submitted, the front side of the invoice must include the statement “**Market price research has been conducted by me,**” accompanied by the Authorising Officer’s stamp and signature.
3. APOSTILLE / Sole Authorisation Certificate
  - a. If the supplier is a sole authorized distributor, an APOSTILLE certificate belonging to the firm must be submitted in place of market research documentation.

**ADDITIONAL INFORMATION:**

Procurement of goods and services via Direct Procurement may be carried out jointly, provided that both are included within the same invoice.

The document set must be prepared in accordance with the relevant procedures described above for either goods or service procurement, depending on the nature of the expenditure.

However, when creating the Payment Order Document in **HYS (Expenditure Management System / Harcama Yönetim Sistemi)**:

**HYS** must first be processed and recorded based on whether the payment is for goods or services. Before submitting it for approval, the relevant payment must be selected again, and from the “Payment Order Details” section, a new payment order document must be added within the same record. In the second entry, whichever type of payment was **not** selected first (goods or services), must now be selected so that the combined payment order can be completed.

**PARTNER BUDGET TRANSFER**

*(This payment category includes transfers or reimbursements made to project partners in accordance with the terms of the project contract.)*

**1. Document Set:**

- a. Petition addressed to the BAP Coordination Unit
  - i. Bank account information, relevant details regarding the transfer, and— if the transfer is international—foreign bank details, as well as the amount and currency to be paid, must be clearly and formally stated.
- b. Expenditure Authorization
- c. The date of issuance must precede the invoice date.

- d. Budget section of the project contract and/or the European Commission's evaluation, or any written (approved) documents such as emails that may serve as supporting evidence, along with translations of the attached documents.
  - i. Each translated document must include the statement ***“The translation has been performed by me”***, bearing the stamp and signature of the Authorising Officer.
- e. Foreign Currency Transfer Request Form
  - i. Required if the transfer will be made in foreign currency to a bank other than Vakıfbank.
  - ii. The customer stamp/signature section must be left blank. The Authorising Officer must write their full name and apply their stamp and signature in a blank area at the bottom of the form. This form is available from Vakıfbank, METU Branch.
- f. Central Bank Exchange Rate Statement
  - i. The exchange rate on the same day as the Foreign Currency Transfer Request Form or the Expenditure Authorization may be used.

## **DOMESTIC / INTERNATIONAL TRAVEL PAYMENTS**

*(It is recommended that the assignment procedures for the individual to whom the payment will be made are initiated at least two weeks before submitting the required document set for domestic or international travel.)*

### **1. Domestic Travel Payments:**

#### **a. When an Advance is Requested:**

##### **i. Document Set:**

1. Petition addressed to the BAP Coordination Unit
  - a. A brief description of the planned travel must be included. Additionally, the bank details of the person to receive the advance, the requested amount, and the currency must be stated clearly and formally.
2. Advance Payment Request Form
3. Foreign Currency Transfer Request Form
  - a. Required if the advance is requested in foreign currency and the IBAN provided belongs to a bank other than Vakıfbank.
  - b. The customer stamp/signature section must be left blank. The Authorising Officer must write their full name and apply their stamp and signature in an empty section at the bottom of the form. This form is available from Vakıfbank, METU Branch.
4. Central Bank Exchange Rate Statement
  - a. The exchange rate on the document's issuance date may be used.
  - b. The **buying rate** must be used.
5. Assignment of the Person to Receive the Payment

- a. A printout of the assignment approval from EBYS will be added to the document set by the BAP Coordination Unit – EU Projects Unit.
- 6. Treasurer’s Petition
  - a. This document must be submitted if the travel is organized collectively, and the total amount will be transferred to a single individual.

**ADDITIONAL INFORMATION:**

When requesting an advance, it is generally more appropriate for the advance to be drawn in Turkish Lira (TL) for domestic travel, since expenses will be made in TL. Unless otherwise specified in the contract or unless the expenditure involves different currencies, requesting the advance in TL is considered more suitable for procedural purposes.

**b. During Advance Reconciliation:**

**i. Document Set:**

1. Petition addressed to the BAP Coordination Unit
  - a. The total amount spent, any refund amount (if applicable), and—if the expenditures exceeded the advance and an additional payment is being requested—the requested amount and other relevant details must be clearly and formally stated.
2. Temporary Travel Allowance Declaration Form / Group Travel Allowance Declaration Form
  - a. If payment is being requested for group travel involving individuals with the same assignment dates and destinations, the **Group Travel Allowance Declaration Form** must be included. Otherwise, for individual travel, the **Temporary Travel Allowance Declaration Form** must be submitted.
  - b. The per diem is calculated as **twice** the amount specified in the **Schedule H (H Cetveli)** based on the staff category (for one day of per diem entitlement). Accommodation expenses may be covered up to **four times** the amount stated in Schedule H. If the project contract specifies otherwise, the contract terms will apply.
3. Proof of payment for claimed items (e.g., receipts, invoices)
4. Supporting documents related to the payments (e.g., conference participation certificates, or other documents justifying the claimed expenses, as required by the project contract)
  - a. All supporting documents in a foreign language must be accompanied by a translation. Each translation must bear the statement ***“The translation has been***

*performed by me,”* along with the Authorising Officer’s stamp and signature.

5. Advance Repayment Receipt
  - a. If the total amount spent is less than the advance received, a repayment receipt must be submitted.
  - b. The description section must clearly state “**Advance Repayment Receipt.**”
  - c. For advances requested in TL, the transaction exchange rate listed on the original bank receipt must be used. For advances requested in foreign currency, the exchange rate included in the original advance request documentation must serve as the basis for calculation.

c. **When Payment Is Requested Without an Advance:**

i. **Document Set:**

1. Petition addressed to the BAP Coordination Unit
  - a. The travel undertaken, the amount spent, and relevant details concerning the trip and the requested payments must be clearly stated in formal language, including the requested payment amount and currency.
2. Assignment of the individual(s)
  - a. To be added by the BAP Coordination Unit – EU Projects Unit.
3. Temporary Travel Allowance Declaration Form / Group Travel Allowance Declaration Form
  - a. The per diem is calculated as **twice** the amount specified in the **Schedule H (H Cetveli)** based on the staff category (for one day of per diem entitlement). Accommodation expenses may be covered up to **four times** the amount stated in Schedule H.
  - b. If payment is being requested for group travel involving individuals with the same assignment dates and destinations, the **Group Travel Allowance Declaration Form** must be included. Otherwise, the **Temporary Travel Allowance Declaration Form** must be submitted for individual travel.
4. Proof of payment for claimed items (e.g., receipts, invoices)
5. Supporting documents related to the payments (e.g., conference participation certificates, additional supporting documents related to the requested payments, or evidentiary documentation as required by the project contract)
  - a. All additional documents submitted in a foreign language must be accompanied by a translation. The

translated document must include the statement “*The translation has been performed by me,*” and bear the Authorising Officer’s stamp and signature.

6. Treasurer’s Petition
  - a. Must be included in cases of group travel where the full payment is to be transferred to a single individual.
7. Foreign Currency Transfer Request Form
  - a. Available from Vakıfbank, METU Branch. This form must only be included if the payment is requested in foreign currency and is to be made to a bank other than Vakıfbank.
8. Central Bank Exchange Rate Information
  - a. The **buying rate** must be used.
  - b. The exchange rate corresponding to the date on the Temporary Travel Allowance Declaration must be used.

## 2. International Travel Payments

### a. When an Advance Is Requested:

#### i. Document Set:

1. Petition addressed to the BAP Coordination Unit
  - a. A brief description of the planned travel must be included. Additionally, the bank details of the person to receive the advance, the requested amount, and the currency must be stated clearly and formally.
2. Travel Assignment
  - a. To be added to the document set by the EU Projects Unit.
3. Advance Payment Request Form
4. Foreign Currency Transfer Request Form
  - a. Must be included if the advance is requested in foreign currency.
  - b. The Authorising Officer must write their full name and apply their stamp and signature in a blank section at the bottom of the form.
  - c. Must be included if payment is to be made to a bank other than Vakıfbank.
  - d. The customer stamp/signature section must be left blank.
  - e. The form is available from Vakıfbank, METU Branch.
5. Central Bank Exchange Rate Information

- a. Must be included if the advance is requested in foreign currency.

The **buying rate** must be used.

6. Treasurer's Petition

- a. Must be submitted in cases of group travel where the full payment is to be transferred to a single individual.

b. **During Advance Reconciliation:**

i. **Document Set:**

1. Petition addressed to the BAP Coordination Unit

- a. The total amount spent, any refund amount (if applicable), and—if the expenses exceeded the advance and an additional payment is being requested—the requested amount (specifying the currency), along with other relevant details, must be clearly and formally stated.

2. Temporary Travel Allowance Declaration Form / Group Travel Allowance Declaration Form

- a. The daily per diem varies depending on the travel destination and the staff grade. Therefore, the applicable per diem can be calculated based on the **Overseas Per Diem Law** published in the Official Gazette. For accommodation payment calculations, the following steps must be followed:

i. **Example Calculation 1:**

1. Per diem amount: 139.5
2. One night hotel cost: 219
3.  $\text{Per diem} \times 0.7 = 97.65$  (the reimbursable amount cannot exceed this)
4.  $\text{Per diem} \times 0.4 = 55.80$
5. Since hotel cost  $> 55.80$ :  $219 - 55.80 = 163.20$
6. Since per diem is insufficient, 70% of the remaining amount is eligible:  $163.20 \times 0.7 = 114.24$   
→ **This amount exceeds 70% of the per diem, so it is not reimbursed.**
7. These steps represent a one-day entitlement. The total reimbursable accommodation cost is found by multiplying by the number of nights stayed.

ii. **Example Calculation 2:**

1. Per diem amount: 124.5
2. One night hotel cost: 107
3.  $\text{Per diem} \times 0.7 = 87.15$  (maximum reimbursable amount)

4. Per diem  $\times 0.4 = 49.8$
  5. Since hotel cost  $> 49.8$ :  $107 - 49.8 = 57.2$
  6. 70% of 57.2 = 40.04 → **This amount is under the 70% limit and is reimbursed.**
  7. If the person stayed 6 nights:  $40.04 \times 6 = 240.24$  total reimbursable amount.
3. Proof of payment for claimed items (e.g., receipts, invoices)
  4. Supporting documents related to the payments (e.g., conference participation certificate, additional supporting documentation related to requested payments, or evidence required by the project contract)
    - a. All supporting documents in a foreign language must be accompanied by a translation. The translated document must include the statement ***“The translation has been performed by me,”*** and bear the stamp and signature of the Authorising Officer.
  5. Document of International Entry–Exit or Passport Copy Showing Identity Page and Entry–Exit Stamps
  6. Advance Repayment Receipt (if the individual spent less than the advance received)
    - a. A receipt showing the refund must be included.
    - b. The description must clearly state **“Advance Repayment Receipt.”**
    - c. If the advance was requested in TL, the calculation should use the transaction exchange rate from the original bank receipt. If requested in foreign currency, the exchange rate from the original advance request documentation must be used.

c. **When Payment Is Requested Without an Advance:**

i. **Document Set:**

1. Petition addressed to the BAP Coordination Unit
  - a. The travel destination, assignment dates, total amount requested, and currency must be clearly and formally stated. Any additional relevant details (e.g., project contract references or travel-related notes) should also be included.
2. Travel Assignment
  - a. To be added to the document set by the EU Projects Unit.
3. Temporary Travel Allowance Declaration Form / Group Travel Allowance Declaration Form
  - a. The daily per diem varies depending on the travel destination and staff grade. The allowance must be



**1. Document Set:**

- a.** Petition addressed to the BAP Coordination Unit
  - i.** The amount of debt taken from the trust account must be clearly stated, specifying both the **foreign currency** and **Turkish Lira (TL)** equivalents.
  
- b.** Trust Account Debt Request Petition
  - i.** To be added to the document set by the EU Projects Unit.

Coordinator of Scientific Research Projects  
Coordination Unit

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