

**INSTITUT FRANCAIS**  
**LIST OF ELIGIBLE EXPENSES**

TYPE OF ELIGIBLE EXPENSES	COMMENTS	TYPE DE PIÈCES JUSTIFICATIVES
<i>Reconnaissance trips</i> (Transport of people)	Travel dates must fall within the contract start and end dates  Excluding taxes	Copy of invoice, list of participants  Please indicate on the expense sheet whether trips are international, domestic and/or local.
<i>Travel</i> (Transport of people)	Travel dates must fall within the contract start and end dates  Excluding taxes	Copy of invoice, list of participants  Please indicate on the expense sheet whether trips are international, domestic and/or local.
<i>Accommodation</i>	Accommodation dates must fall within the contract start and end dates	Copy of invoice, list of participants
<i>Per diem expenses</i>	Expenses must be incurred within the contract start and end dates	List of participants  Per diem payment certificate signed by the beneficiary
<i>Transport of equipment, works of art, fret:</i> <i>Fret</i> <i>Transport insurance</i> <i>Packing and wrapping of works of art, building of crates</i>	Transport services only. Internal costs incurred by the transport company (remuneration of employees, mileage, etc.) are not eligible.	Copy of invoice
<i>Work of art insurance</i>		Copy of invoice
<i>Equipment insurance</i>		Copy of invoice
<i>Airport taxes</i>		Copy of tax receipt
<i>ATA carnet</i>		Copy of invoice
<i>Excess baggage MCO</i>		Copy of invoice
<i>Visas</i>	Excluding travel expenses to retrieve visa	Copy of visa payment receipt + photocopy of passport
<i>Fees:</i> <i>Photographer</i>	For French performers, SIRET or URSSAF number compulsory	Copy of fee or royalty note
<i>Speaker, expert</i>		Copy of fee
<i>Artist</i>		Copy of fee or royalty note
<i>Translation</i>		Copy of fee or royalty note
<i>Royalties:</i> <i>Writing</i> <i>Photographer</i> <i>Artist</i> <i>Translation</i>	For French performers, AGESEA or Maison des Artistes number compulsory	Copy of fee or royalty note

TYPE OF ELIGIBLE EXPENSES	COMMENTS	TYPE DE PIÈCES JUSTIFICATIVES
<b>Artist fees:</b>  <i>Artist</i> <i>Technician (stage manager, lighting, editor, motion graphics designer, etc.)</i>		Copy of payslip(s) (Only for French companies) or Copy of contract(s) with receipt(s) of payment or sworn statement (Only for non-French companies)
<b>Supertitling - Subtitling</b>		Copy of invoice
<b>Recording</b>		Copy of invoice
<b>Communications:</b>  <i>Press kit</i> <i>Catalogue</i> <i>Temporary website specific to the event</i>  <i>Brochure, flyer</i> <i>Invitation</i> <i>Poster</i> <i>Advertising</i> <i>DVD</i> <i>Printing</i>		Copy of invoice
<i>Graphic design</i> <i>Photoengraving</i> <i>Translation</i> <i>Photographer</i>		Copy of invoice or fee or royalty note
<b>Rental of booth, space, meeting room, etc.</b>		Copy of invoice
<b>Equipment and studio rental</b>		Copy of invoice
<b>Creation of installations or sets</b>	Temporary installations only	Copy of invoice
<b>Construction of temporary structures</b>	Excluding purchase of permanent items but to save on fret	Copy of invoice

<b>Services (coordination and training fees)</b>	Other eligible expenses only for: - the <b>Media Centre Programme (PAM)</b> - the <b>Network Training support programme (PAF)</b>	Copy of invoice
<b>Acquisition of documents or digital content</b>		
<b>Subscriptions to periodicals and digital content</b>	Other eligible expenses only for: - the <b>Media Centre Programme (PAM)</b>	Copy of invoice
<b>Purchase of computer and audiovisual equipment</b>		
<b>IT services (purchase of software, hosting, development)</b>		