**Staff Costs Documentation File**

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| **Partner** | FONDAZIONE SCUOLA MUSICA DI FIESOLE |
| **Country** | Italy |
| **Name of an employee** | Riccardo Cecchetti |
| **Position (staff category)** | Teacher |
| **Daily rate** | X € |
| **Number of daily working hours (legal basis)** | 6 or 8 according to the work agreement |
| **Reporting period** | June 2021 |
| **Total days in reporting period** | XX |
| **Total hours in reporting period** | XX |
| **Total cost in reporting period** | XX € |

**Time sheet**

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| --- | --- | --- | --- |
| **Date** | **IO** | **Activities** | **Time** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total days: 3.000** | | | |
| **Total hours: 24.000** | | | |

|  |  |  |
| --- | --- | --- |
| **Date** |  | **Organisation stamp** |

|  |  |  |
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| **Signature (legal representative)** |  | **Signature (member of staff)** |