

**ACADEMIC STAFF MOBILITY (STA AND STT) WITHIN THE ERASMUS+ KA171 PROGRAMME
FINANCIAL RULES FOR THE ACADEMIC YEAR 2022/23, 2023/24, 2024/25**

1. In accordance with the rules for the implementation of the financial agreement 2022-1-PL01-KA171-HED- 000078293, each eligible staff member will receive funding for a 7-day stay (5 days of funded mobility + 2 days of funded travel), as individual support (lump sum for living and accommodation costs), at the following daily rates:

	DAILY RATE
Departure from Poland to a Third Non-Programme Associated Country	180 Euro
Arrival in Poland from a Third Non-Programme Associated Country	140 Euro

2. The distribution of funds shall be in accordance with the rules laid down in the Erasmus+ Programme Guide and in the Financial Agreement concluded between Adam Mickiewicz University in Poznań and the National Agency for the Erasmus+ Programme in Warsaw.
3. The list of HEIs in partner countries with which Adam Mickiewicz University may cooperate under the project 2022-1-PL01-KA171-HED- 000078293 is available in Appendix 1.
4. The amount awarded will be calculated as follows: the sum of the number of days of mobility multiplied by the daily rate.
5. Stays longer than 5 days are allowed on the basis of an individual decision of the Erasmus+ Institutional Coordinator.
6. The start date of the mobility period will be the first day and the end date of the mobility will be the last day on which the Participant - in accordance with the adopted individual study programme - **must be present at the host institution**. The Participant must submit a certificate of stay issued by the host University indicating the start and end dates of mobility.
7. A maximum of one day before and one day after the mobility period will be added for travel to the mobility period. For these two days, the Participant will receive a stipend of two residence allowances.

EXAMPLE

*If an employee has a study programme signed for a period of 5 days: from **20.02.2023** to **24.02.2023** and an air ticket with the departure date of 19.02.2023 and the return date of 25.02.2023, in this case he/she will indicate the dates from 19.02.2023 to 25.02.2023 on the mobility application and will receive a grant for 5 days combined with a grant for 2 days of travel.*

8. The Participant will additionally receive a lump sum for travel costs. The amount of the lump sum depends on the distance the Participant has to travel from the place of departure to the

place of mobility. The place of commencement is the address of the registered office of the University. To calculate the distance, the University uses the official calculator developed by the European Commission and available at: http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_pl

9. The lump sum for travel costs shall be awarded according to the following rule:

Distance from the place of departure	Lump sum for standard travel	Lump sum for green travel
from 10 to 99 km	23 €	-
from 100 to 499 km	180 €	210 €
from 500 to 1 999 km	275 €	320 €
from 2 000 to 2 999 km	360 €	410 €
from 3 000 to 3 999 km	530 €	610 €
from 4 000 to 7 999 km	820 €	-
≥8 000 km	1500 €	-

****green travel** is the travel within 100 -3999 km distance done via ecological means of transport, that it is: **bus, train, bike, carpooling** (at least two people travelling together in a car belonging to one of them on the same route and for the same purpose). At least 51% of the whole route needs to be done via ecological means of transport.

10. Financial support from other sources for the same costs is not possible.

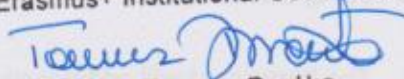
11. Financial support or part of it will be subject to repayment if the Participant does not comply with the terms of the contract.

12. Individual support in the form of a lump sum is not accounted for on the basis of actual costs. Receipts for food and accommodation are not required. The mobility is settled on the basis of a confirmation of participation in the activity abroad in the form of a certificate signed by the host organisation, stating the following: Participant's name, purpose of the activity abroad, start and end dates of the mobility.

13. In the case of transfer of funds to the beneficiary's bank account, it is required to indicate the foreign currency account in Euro, with the SWIFT number of the bank and the account number.

14. In accordance with the Decree of the Minister of Finance of 11 August 2015. "It is ordered that the collection of personal income tax on foreign travel grants received under the Erasmus+ programme in excess of the income exempt from tax under Article 21(1)(23a)(a) of the Personal Income Tax Act of 26 July 1991 is waived."

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