

ACADEMIC STAFF MOBILITY (STA AND STT) WITH THE ERASMUS+K171

Project 2025-1-PL01-KA171-HED-000340233 Mobility with Third Countries Not Associated with the Programme

According to the implementation rules of the financial agreement No. 2025-1-PL01-KA171-HED-000340233 each staff member qualified for the mobility will receive funding for a 5 days, as *individual support* (lump sum for living and accommodation costs), at the following daily rates:

	DAILY RATE
Departure from Poland to a Third Country Not Associated with the Programme	190 Euro
Arrival in Poland from a Third Country Not Associated with the Programme.	148 Euro

1. The grant amount will be calculated by multiplying the total number of days of mobility by the daily rate applicable for the host country.
2. Stays longer than 5 days may be permitted based on an individual decision by the faculty committee or, for central staff and all university units, by the University Wide-Committee.
3. Additionally, up to one day before and one day after the mobility period may be added for travel, for which a grant will be provided. A grant will be paid for the period of these maximum two days. The travel grant for travel days shall be reimbursed on the basis of supporting documents, i.e. a travel ticket indicating the participant's full name and the dates of travel. In the case of travel by private car, a hotel invoice confirming the additional overnight stay(s) shall be provided.
4. The mobility period will commence on the first day of the stay and conclude on the last day the participant is required to be present at the host institution, as outlined in the approved individual study programme. Participants must provide a certificate of stay from the host university indicating both the start and end dates of their mobility.

EXAMPLE

*If an employee's study programme is scheduled for 5 days, **from 20.10.2024 to 24.10.2024**, and their flight is booked for departure on 19.10.2024 and return on 25.10.2024, they should indicate the dates from 19.10.2024 to 25.10.2024 in their mobility application. They will then receive a grant for the 5 days of the stay plus a grant for the 2 travel days.*

5. 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.

The amount of the lump sum for travel costs will be increased if the 'green travel' requirements are met. 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

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

Distance	Lump sum standard travel	Lump sum "green travel"*
from 10 to 99 km	28 EUR	56 EUR
from 100 to 499 km	211 EUR	285 EUR
from 500 to 1 999 km	309 EUR	417 EUR
from 2 000 to 2 999 km	395 EUR	535 EUR
from 3 000 to 3 999 km	580 EUR	785 EUR
from 4 000 to 7 999 km	1188 EUR	1188 EUR
≥8 000 km	1735 EUR	1735 EUR

**Green travel – travel using low-carbon modes of transport such as bus, train, or car pooling.*

7. Financial support from other sources for the same expenses is not permitted.
8. If the employee secures travel cost support from alternative sources, the lump sum for travel costs will be forfeited.
9. Financial support, or a portion thereof, will need to be repaid if the participant fails to adhere to the terms of the agreement.
10. Individual support in the form of a lump sum does not require itemized accounting of actual costs. Receipts for food and accommodation are not necessary. Mobility will be settled based on confirmation of participation in the activity abroad, provided in the form of a certificate from the host organization that includes the participant's name, the purpose of the activity, and the start and end dates of the mobility.
11. Travel costs lump sum: the condition for eligibility for reimbursement is the provision of a supporting document, i.e. a travel ticket indicating the participant's full name and the travel dates. In the case of travel by private car, a hotel invoice confirming the additional overnight stay(s) shall be required. If sustainable transportation methods ("green travel") are utilized, the "Participant's Declaration on the use of low-carbon means of transport" will serve as supporting documentation. Participants must retain proof of travel and present it to the University upon request within five years following the end of the mobility.
12. To facilitate fund transfers to the beneficiary's bank account, a currency account in Euros is required, along with the bank's SWIFT code and account number.