**ACADEMIC STAFF MOBILITY (STA AND STT) WITH THE ERASMUS+ PROGRAMME COUNTRIES**

**UNIVERSITY FINANCIAL RULES TO CONTRACT NO. 2024-1-PL01-KA131-HED-000199774**

According to the implementation rules of the financial agreement 2024-1-PL01-KA131-HED-000199774, each staff member qualified for the trip will receive funding for a stay of 2 to 5 days, as *individual support* (lump sum for living and accommodation costs), at the following daily rates:

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| **COUNTRY GROUP** | **DAILY RATE** |
| **GROUP 1:** Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden, Austria, Belgium, France, Germany, Italy, Netherlands | 190 Euro |
| **GROUP 2**: Cyprus, Czech Republic, Estonia, Greece, Spain, Latvia, Malta, Portugal, Slovakia, Slovenia | 170 Euro |
| **GROUP 3**: Bulgaria, Croatia, Hungary, Lithuania, Northern Macedonia, Romania, Serbia, Turkey | 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 head of the respective unit.
3. 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.
4. 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.

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| **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.* |

1. Departure days may coincide with both the start and end days of the mobility period, as long as these days are confirmed as days of stay at the host institution and allow for both travel and attendance at the host university. If the mobility start and end days are also the days of stay, the employee **will not be eligible** for any travel day subsidies.

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| **EXAMPLE** |
| *If the employee has a study programme for a period of 5 days: from* ***20.10.2024*** *to* ***24.10.2024*** *, and the journey to the destination starts on 20.10.2024, return on 24.10.2024, in this case they will state the dates from 20.10.2024 to 24.10.2024 on the travel application and will receive funding for 5 days of stay without additional days for travel.* |

1. 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>

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

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| 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.*

1. According to European Commission guidelines, participants travelling distances of up to 499 km should utilize low-carbon transportation options.
2. Financial support from other sources for the same expenses is not permitted.
3. If the employee secures travel cost support from alternative sources, the lump sum for travel costs will be forfeited.
4. Financial support, or a portion thereof, will need to be repaid if the participant fails to adhere to the terms of the agreement.
5. 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
6. To receive the lump sum for travel costs, the participant must have actually engaged in the activity, confirmed per point 13. 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
7. 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.