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## Erasmus+ Staff Mobility

### Checklist for staff mobilities within Europe (KA 131)

Erasmus+ funding for staff mobilities requires a number of formal conditions that are to be met. The following checklist will lead you through the entire process for mobilities within Europe (KA 131 Mobilities with programme countries).

Erasmus+ funding will only be granted if you comply with the regular procedures for business trips at TUM. I.e. you need a signed and stamped authorization to travel (Dienstreisegenehmigung) before your trip and a completed travel expenses report (Reisekostenabrechnung) afterwards. For more information, please contact the department for travel expenses (Reisekostenstelle). Moreover, your supervisor must authorize your stay abroad not only in terms of the authorization to travel, but also in terms of the Erasmus+ mobility agreement (pls see below).

**Extra conditions for Erasmus+ staff mobilities for teaching:** Teaching mobilities can only be funded if the hosting university is willing to sign an **Inter-Institutional Agreement**. It will be set up by TUM Global & Alumni Office. Moreover, a minimum of 8 hours per week must be taught at the partner university.

Any Erasmus+ formalities described below must be met completely. Any piece of information required is necessary to follow up your Erasmus+ funding. Please note that we will not accept and proceed incomplete forms at all.

What do I have to do?	By when?	Done
<b>Before departure</b>		
Plan your mobility and set it up with your contact person at the partner institution. Please send an e-mail to TUM Global & Alumni Office (TUM G&A)*, notifying that you are planning to apply for funding of an Erasmus+ Staff Mobility for Teaching or Training.  You can find further information about supportable teaching or training formats and requirements for participation on <a href="#">the website of TUM G&amp;A</a> . *Contact data at the end of this document	as soon as known, no later than 4 weeks before departure	
Fill in and sign your <b>mobility agreement</b> . Have it signed by the relevant persons at both your home and host institution. Please make sure that you fill in any piece of requested information without gap and have each of the four requested signatures on your mobility agreement.  Please note the information below under point 2	asap	
Submit your <b>request for authorization to travel</b> to the department for travel expenses and submit a scan of your signed and stamped authorization to travel to TUM G&A as soon as it is approved.  Please note the information below under point 3	asap	
<b>Application:</b> Please register with the <a href="#">online portal</a> and <b>keep the password</b> for the post-processing.  Select form <i>Registration - Erasmus+ Staff Mobility (STA/STT) - OUTGOING</i> and choose <i>Erasmus STA - within Europe</i> as framework for teaching mobilities and	asap, no later than 4 weeks before departure	

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<p><i>Erasmus STT - within Europe</i> for training mobilities under <i>Planned stay abroad</i>. Upload the complete mobility agreement. After submitting your online application, a PDF file will finally be generated.</p> <p>Please e-mail the generated application PDF to TUM G&amp;A*. Your application will be processed then as soon as possible.</p> <p>*Contact data at the end of this document</p>		
<p>If your application complies with all formalities you will receive an acceptance e-mail containing your <b>grant agreement</b> and further requested forms.</p> <p>Please check and complete your <b>grant agreement</b> and submit <b>two printed exemplars originally signed only by yourself</b> to TUM G&amp;A*. Scans and copies cannot be accepted.</p> <p>Please note the information below under point 1</p> <p>*Contact data at the end of this document</p>	<p>asap</p>	
<p>Where appropriate apply for <b>funding of special needs</b> at TUM G&amp;A.</p> <p>Please note the information below under point 6</p>	<p>asap, no later than 8 weeks before departure</p>	
<p><b>During your stay</b></p>		
<p>Please have your <b>confirmation of stay</b> form <b>signed and stamped</b> by your host institution.</p> <p>Please note that the dates of stay specified in your confirmation form must correspond to the funding period determined in your grant agreement. Private stays or holidays before or after the duration of the Erasmus+ activity may not be included.</p> <p>We are not permitted to accept any predated confirmations.</p>	<p>not before the end of your stay!</p>	
<p><b>After your stay</b></p>		
<p>A part of the post-processing must be submitted via the <a href="#">online portal</a> that you already used for the application. Please log in and choose form <b>After mobility documents for Erasmus+ staff mobility (teaching/training) – OUTGOING</b>. Please note that you can only submit the required documents once you have uploaded all three documents named below and indicated the date when you completed the EUonline survey.</p>		
<p>Upload your <b>confirmation of stay</b> via online portal</p>	<p>no later than 4 weeks after your return, if possible</p>	
<p>Upload your <b>post-travel report</b> via online portal</p>		
<p>Upload your <b>authorization to travel</b> via online portal</p> <p>Please note that the upload of your authorization to travel is mandatory only at this point of the process, as it is usually not accessible for the application procedure.</p>		
<p>Please fill in the <b>EU online survey</b> as soon as you receive an e-mail with the corresponding request.</p>	<p>no later than 30 days after the e-mail request</p>	

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<p>You will receive the request from the following address „<a href="mailto:EU-CORPORATE-NOTIFICATION-SYSTEM@ec.europa.eu">EU-CORPORATE-NOTIFICATION-SYSTEM@ec.europa.eu</a>“ – <b>this is not spam!</b></p>		
<p>Submit a <b>claim for reimbursement</b> including all verifying receipts (originals!) to the department of travel expenses. Please note that the department for travel expenses will only accept your documents up to 6 months after commencement of travel. You will receive then a completed <b>travel expenses report</b>. Please submit the complete original travel expenses report to TUM G&amp;A*.</p> <p>Please note the information below under point 3                  *Contact data at the end of this document</p>	<p>asap</p>	

## General Information on Erasmus+ staff mobility funding

### 1. Erasmus+ scholarships

The extent of financial support consists of both an allowance for individual support and an allowance for travel support. Both allowances will be specified transparently within your **grant agreement**.

Allowance for individual support depends on the day rate for the country of destination. Depending on the country of destination, your mobility will be financed with 140 EUR up to 180 EUR for each supported day.

- For mobilities of 2 - 14 days, each day of the stay abroad is funded at the full daily rate.
- From a duration of stay of 15 - 60 days, each day of the stay is financed with 70% of the daily funding rate.

If arrival and/or departure does not take place on the first and/or last day of the activity, we can support one or two travel days in addition.

Allowance for travel costs depends on the distance to the country of destination and will be supported with 180 EUR, 275 EUR or 360 EUR.

Disbursement of Erasmus+ allowance will be made in two installments and is contingent upon the submission of required documents to TUM G&A. In the form of a single payment 70 % of the Erasmus+ allowance will be disbursed before your departure. The remaining 30 % will be disbursed after your return.

The following formalities must be met in order to get the pre-payment of the Erasmus+ allowance:

- Mobility agreement (via online portal)
- Application PDF (via online portal)
- Grant agreement (two signed print outs, scans and copies will not be accepted)
- Authorization to travel (via online portal or as scan, mandatory upload within online post-processing)

The following formalities must be met in order to get the remainder of the Erasmus+ allowance:

- Confirmation of stay (via online portal)
- Post-travel-report (via online portal)
- EU Survey (link in an e-mail sent by [EU-CORPORATE-NOTIFICATION-SYSTEM@ec.europa.eu](mailto:EU-CORPORATE-NOTIFICATION-SYSTEM@ec.europa.eu))
- Completed travel expenses report

Should your (confirmed) duration of stay be shorter or longer than determined in your grant agreement, the allowance will be recalculated and reduced or increased.

### 2. Mobility Agreement

To arrange the mobility, the sending and hosting institutions conclude a mobility agreement with you specifying not only the objectives of mobility measures, but also basic information, such as the unit to which

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you will be assigned and the duration of your stay.

You are responsible for planning and organizing the details of your mobility with your host institution.

Please note that **research activities will not be funded** within the scope of Erasmus+ except for a joint teaching and research stay. When funding mobility for teaching purposes (STA) a minimum number of 8 hours must be taught.

The Erasmus+ mobility agreement requires four signatures:

- The participant's signature
- Signature of the supervisor at your TUM school, department or unit, who also signs your requests for authorization to travel
- Signature of the [International Affairs Delegate](#) of your school or department (not applicable for staff members of the central administration)
- Signature of the responsible person / your contact person at the partner institution

**All required signatures must be obtained prior to travel.** Scans or copies will be accepted.

### 3. Request for authorization to travel and travel expenses report

You can find approval forms for both business and continued education/training trips, as well as for the reimbursement of travelling expenses in the [TUM Services Directory](#).

Please submit your request for authorization to travel including a copy of your grant agreement or your acceptance e-mail to the department for travel expenses. After they have returned your authorization to travel please send a scan of it to TUM G&A.

After your stay abroad please submit your claim for reimbursement including the completed form *Reisekostenerstattungsantrag*, your authorization to travel in the original and any verifying receipts, such as airline ticket / boarding pass, train ticket, accommodation bill etc. to the department for travel expenses. In some cases, they may request to see a copy of your grant agreement.

Please note: The department for travel expenses **will only accept your documents up to 6 months** after commencement of travel.

Within a couple of weeks, they will usually return both your **completed travel expenses report** and two or three pages of calculation in addition. Only the separate calculation document is meant for your own files.

Even if disbursement occurs according to the country allowances of the EU, verified expenditures can only be reimbursed if you submit your completed travel expenses report in the original to us. Therefore, please forward the completed travel expenses report including the calculation printout, the approval form and all necessary original receipts to TUM G&A immediately. On the basis of this claim, the agreed upon subsidy amount stated in your grant agreement will be transferred to the account indicated by you.

Please note: Travel days will only be funded if they occur outside the time frame of your official trip and must be verified in your travel expenses report.

As these funds may only be used for completed trips, we cannot reimburse any costs incurred prior to a trip that has been canceled. Please bear this in mind when planning your trip and take out an insurance policy covering the cost of cancellation, if applicable.

### 4. Co-funding opportunities

Co-funding of your stay by other EU programmes or with funds from bilateral cultural agreements, private endowments or international endowments is not permitted. Co-funding with TUM funds or other internal funding may be available upon completion of your mobility. TUM Global & Alumni Office will send you a concluding confirmation for that purpose. For more information, please contact TUM G&A.

### 5. Insurance

Please remember to find out about necessary insurance for your stay abroad (liability insurance, health

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insurance, casualty insurance, travel insurance including baggage and repatriation insurance) in good time.

You also have the possibility to take out insurance with the DAAD for a combined health, casualty, personal liability and luggage insurance (tariff 762).

For more information, please visit <https://www.daad.de/versicherung/de/>

## 6. Application for funding of special needs

Staff members with a disability level of 20% or more may apply for special funding. Application for special funding must be made using a detailed form, or [Langantrag](#).

Please contact us in good time, as applications must be made no later than two months before mobility commences.

## 7. Intercultural communication

Twice a year, TUM Language Center holds a seminar designed for Erasmus+ staff mobility participants on the basics of intercultural communication skills (Intercultural Communication Skills – Basics “Fit for Staff Mobility”). Participation is voluntary and free of charge. However, we highly recommend it, either in preparation or follow-up of your stay abroad.

## 8. Contact details at TUM Global & Alumni Office

Sarah Huber, M.A.  
Erasmus+ Personalmobilität  
Arcisstrasse 21  
80333 München

e-mail: [huber@zv.tum.de](mailto:huber@zv.tum.de)

phone: 089 289 28678

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