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1. UNIT CONTRIBUTIONS

Place of origin: the place where the sending organisation is located.

Sustainable means of transport: bike, bus, car-pooling, and train. The National Agency may accept other means of transport as sustainable based on established practice and on a case-by-case basis.

Travel unit contribution for sustainable means of transport (green travel) is eligible if sustainable means of transport have been used for the majority of the round trip.

Unit contribution per distance band: the amount paid for a return travel between the place of departure and the place of arrival.

Venue: the place where the receiving organisation is located. If a different place of origin or venue is reported, the beneficiary must provide the reason for this difference.

Travel time will not be considered when determining compliance with minimum eligible duration of mobility activities specified in the Programme Guide.

1.1 Travel

a) Calculation of the total unit contribution:

The total unit contribution for travel support is calculated by multiplying the number of participants accompanying persons, facilitators and group leaders per distance band, by the unit contribution applicable to the distance band concerned and type of travel (standard or sustainable means), as specified in Annex 3 of the Agreement.

In the case of itinerant activities, the total unit contribution is calculated by multiplying the number of participants per distance band corresponding to the total of sum of the distances between individual venues by the unit contribution applicable to the distance band concerned and type of travel (standard or sustainable means), as specified in Annex 3 of the Agreement.

For the establishment of the distance band applicable, the beneficiary must indicate the distance of a one-way travel using the on-line distance calculator available on the Commission's website at: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm.

The total unit contribution for travel support is calculated by the beneficiary in the Erasmus+ reporting and management tool based on the applicable unit contribution rates.

b) Triggering event

The travel support is paid only if the participant has actually undertaken the activity.

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c) Supporting documents

Proof of attendance of the activity in the form of a declaration signed by the participant including trainers, facilitators, group leaders and decision makers and accompanying person, by the receiving organisations, and specifying the name of the participant/accompanying person , the purpose of the activity, as well as its starting and end date.

In addition to the supporting documents mentioned above, in case of use of sustainable means of transport (green travel): a declaration on honour signed by the person receiving the travel grant will serve as supporting documentation.

If a the starting point of travel is different than the place of origin or the end point is different than the venue, the beneficiary must report the reason for this difference. In case no travel took place or the travel was funded from EU sources other than the Erasmus+ Programme, the beneficiary will indicate in their report that financial support for travel is not required.

1.2 Individual support

a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the number of days per participant and accompanying person including decision makers, group leaders, trainers and facilitators] by the unit contribution applicable per day for the receiving country concerned, as specified in Annex 3 of the Agreement. Travel days may be added if relevant for a specific activity.

Start and end dates will be counted as follows:

- The start date should be the first day that the student needs to be present at the receiving organisation (first course/first day at work/first day of welcoming event or language and intercultural courses).

- The end date should be the last day the student needs to be present at the receiving organisation (last day of the exam period/course/work/mandatory sitting period).

For staff: the total unit contribution is calculated by multiplying the number of physical presence of days per participant by the unit contribution applicable per day for the receiving country concerned as specified in Annex 3 of the Agreement. Funded travel days may be added if relevant for a specific activity as specified in Annex 3.

In case of “partial zero-grant mobility” in higher education mobility supported by internal policy funds, participants have to receive individual support for the minimum mobility duration, with the exception of the fully non-funded mobility (“zero grant mobility”).

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Changes in the period of stay for students and staff:

If the **expected period of stay is longer than the one indicated in the grant agreement**, the beneficiary may:

- Amend the grant agreement during the mobility period to take into account the longer duration, provided that the remaining grant amount allows it, or

- Agree with the participant during the mobility period that the additional number of days will be considered as a period of “zero-grant” (non-funded duration).

The grant amount cannot be increased after the mobility is finished.

If the **confirmed period of stay is longer than the one indicated in the grant agreement**, the additional days are to be considered a period of "zero-grant".

For **long-term student mobility**: Without prejudice of the respect of the minimum eligible duration, if the **confirmed period of stay is shorter than the one indicated in the grant agreement**, the beneficiary will act as follows:

- If the difference between the confirmed period and the one indicated in the grant agreement is more than 5 days, the beneficiary must update this in the Erasmus+ reporting and management tool by indicating the confirmed period (i.e. the start date and end dates notified in the Transcript of Records or Traineeship Certificate) and the grant will be recalculated.

- On the contrary, if the difference is 5 days or less, the beneficiary must maintain in the Erasmus+ reporting and management tool the period indicated in the grant agreement (i.e. the grant is not recalculated).]

In case of an interruption during the stay, the period of the interruption will not be counted when calculating the individual support grant. In case of interruption due to *force majeure*, the participant must be allowed to resume and continue the activities after the interruption (within the conditions established in this Agreement).

In case of termination of the agreement by the participant due to *force majeure*, the participant must be entitled to receive the amount of the grant corresponding to the actual duration of the mobility period. Any remaining funds must be refunded to the beneficiary, except if agreed differently by both parties.

b) Triggering event:

The individual support is paid only if the participant has actually undertaken the activity for the specified period.

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c) Supporting documents:

Proof of attendance of the activity in the form of a declaration signed by the participant and by the receiving organisation specifying the name of the participant, the purpose of the activity, as well as its starting and end date.]

d) Reporting:

Participants must use the standard on-line questionnaire provided by the European Commission (the participant report) to report on factual information and their appreciation of the mobility activity, its preparation and follow-up.

1.3 Organisational support

a) Calculation of the total unit contribution

The total unit contribution is calculated by multiplying the total number of participants in mobility activities by the unit contribution applicable, as specified in Annex 3 of the Agreement. Accompanying persons, group leaders, trainers, facilitators and persons taking part in preparatory visits are not considered to be participants of mobility activities and are therefore not considered for calculation of the organisational support.

b) Triggering event:

The organisational support is paid only if the participant has actually undertaken the activity.

c) Supporting documents:

Proof of attendance of the activity in the form of a declaration signed by the participant and by the receiving organisation, specifying the name of the participant, the purpose of the activity, as well as its starting and end date.

d) Reporting:

The coordinator must report on all mobilities realised under the project, including the ones from the host country.

Participants in the activities should report on the activities via an on-line questionnaire providing their feedback on factual and qualitative elements of the activity period, as well as of its preparation and follow-up.

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1.7 Inclusion support for organisations

a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the total number of participants with fewer opportunities in mobility activities by the unit contribution applicable, as specified in Annex 3 of the Agreement.

b) Triggering event:

The inclusion support for organisation is paid only if the participant has actually undertaken the activity and the participating organisation has organised the mobility for the participant.

c) Supporting documents:

Proof of attendance of the activity in the form of a declaration signed by the sending and the receiving organisation specifying the name of the participant and the purpose of the activity.

In addition: documentation specified by the National Agency as admissible proof that the participant belongs to one of the categories of fewer opportunities listed in the Programme Guide.

1.10 Preparatory visits

a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the total number of persons participating in preparatory visits by the unit contribution applicable, as specified in Annex 3 of the Agreement.

b) Triggering event:

The unit contribution for preparatory visit is paid only if the participant has actually undertaken the preparatory visit.

c) Supporting documents:

Proof of attendance of the preparatory visit in the form of a completed agenda, including the names of the visiting persons, and signed by the visiting persons and the hosting organisation.

2. ACTUAL COSTS

2.1 Inclusion support for participants

a) Calculation of the grant amount:

The grant is a reimbursement of 100% of eligible costs actually incurred.

b) Eligible costs:

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Costs directly related to participants with fewer opportunities and their accompanying persons. If the participant requests the reimbursement of travel and individual support under this budget category, no unit contribution can be requested for these categories for the same participant.

d) Supporting documents:

proof of payment of the related costs on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, the date of the invoice, and if relevant a documentation signed by the receiving organisation specifying the confirmed start and end date of the stay of the accompanying person.

e) Reporting:

For each cost item in this budget category, the beneficiary must report the nature of costs and the real amount of costs incurred.

2.2 Exceptional costs

a) Calculation of the grant amount:

The grant is a reimbursement of 80% of the following eligible costs actually incurred with the exception of the cost related to visa, residence permits and vaccinations and medical certifications, which will be reimbursed at 100%.

b) Eligible costs:

(i) Costs relating to a pre-financing guarantee lodged by the beneficiary where such guarantee is required by the NA as set out in the Data Sheet (see Point 4).

(ii) Expensive travel cost: Cost of travel in the most economical and effective way if the unit contribution does not cover at least 70% of the costs of travel. The exceptional costs for expensive travel replace the travel support.

(iii) Visa and visa-related costs, residence permits and vaccinations and medical certifications.

c) Supporting documents:

Proof of the cost of the financial guarantee issued by the body providing the guarantee to the beneficiary, specifying the name and address of the body issuing the financial guarantee, the amount and currency of the cost of the guarantee, and providing the date and signature of the legal representative of the body issuing the guarantee.

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In the case of expensive travel costs: proof of payment of the related costs on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, the date of the invoice and the travel route.

In the case of travel costs related to visa, residence permits and vaccinations and medical certifications: proof of payment of the related costs on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.

2.3 System Development and Outreach Activities

a) Calculation of the grant amount:

The grant is a reimbursement of 80% of the eligible costs actually incurred for costs directly linked to the implementation of the complementary activities and including a flat-rate amount for indirect costs not exceeding 7% of the eligible direct costs of the complementary activities.

b) Eligible costs:

Direct and indirect costs (See Article 6.1 of the grant agreement)

c) Supporting documents:

Proof of payment of the related costs on the basis of invoices of the actual costs incurred, specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.

d) Reporting:

The beneficiary must report the type of direct costs and the real amount of costs incurred.