# Application for Erasmus+ Staff Mobility

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| **Applicant** |
| Last name: |       | First name: |       |
| Social Security No.: |       | Academic Degree: |       |
| Sex: | [ ]  Female | [ ]  Male | [ ]  Diverse |
| [ ]  do not want to provide information |
| Nationality: |       |
| Date of birth |       |
| Address of main residence: |       |
| Organisational unit:  |       |
| Faculty/Institute:  |       |
| Date of employment in the PMU:       |
| Working hours: |       full time |       part time |
| **Receiving institution** |
| Name (official name in the national language): |       |
| Adress: |       |
| Country: | [ ]  Partner Country | [ ]  Programme Country |
| Erasmus Code: |       |
| **Type of mobility:** | [ ]  **Training**  | [ ]  **Teaching** |
| If training, please specify:(Job shadowing schemes, study visit, workshop, language training,…) |  |
| Department where the mobility is carried out: |       |
| Contact person (name, position): |       |
| Travel costs (EUR): |       |
| Means of travel: |       Air       Bus       Train       Carpool |
| Accommodation costs (EUR): |       |
| Travel days: | Start:      (place of origin to destination) |
| Duration of stay: | Start:      (first working day) | Return:      (destination to place of origin) |
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| **Important information:**1. The Erasmus+ grant consists of travel and subsistence grants determined by the European Commission. Please use the Erasmus+ grant tables below to estimate the maximum amount that you can receive for the duration of your mobility.
2. Please take into account the most recent PMU travel guidelines (see the document Policy Dienstreisen, Einladungen/ Kontaktpflege) when planning the mobility, especially as regards the means of travel and accommodation.
3. The subsistence grant includes the costs for accommodation, and the daily travel allowance as per the regulations of the Austrian Chamber of Commerce (WKO). Please refer to table 2 and to the document “WKO Auslandskostensätze” found in [Sharepoint > Rechnungswesen > Reisekosten](https://sharepoint.pmu.ac.at/SitePages/Home.aspx?RootFolder=%2FShared%20Documents%2FRechnungswesen%2FReisekosten&FolderCTID=0x012000696EEA6781CAD246A16B2DFA2C374AD3&View=%7b218DD7BC-5D83-42FB-B818-2234F4FE8C6A%7d). See sample calculation below.
4. Applicants are not entitled to any excess amounts. The final grant will be paid based on the real costs incurred and declared in the travel expense report (see the provisions under Article 3.4 option 2 in the Grant Agreement).
5. Prior to the mobility, an individual financing agreement must be made between the applicant and the responsible department/institute/study programme to clarify how extra costs (or costs above the approved grant amount) will be settled.
6. At least four weeks prior to your departure, you must record your mobility in the time reporting system Zeiterfassung > Antrag auf Abwesenheit > Personalmobilität. In the box “Zusatztext”, you must indicate the name, place and country of the receiving institution. See table 3 below.
7. Prior to your departure, you must request the form “Entsendungsbescheinigung” from the Human Resource Department. You are required to carry this form with you for the whole duration of your mobility.
8. A travel expense report must be submitted to the Accounting Department immediately after the mobility. Please observe the applicable PMU guidelines. Only original receipts will be accepted. The final amount for reimbursement will be calculated on the basis of the actual costs incurred.
	1. Only travel and subsistence expenses directly related to the mobility can be reimbursed. To claim for reimbursement, please request the reimbursement form from the International Office. Hotel and travel expenses must be listed under the category "Barauslagen." Under the category “Diäten,” please write the details of your travels (arrival and departure), daily working hours during the mobility, and the applicable travel allowance as per the document WKO Auslandskostensätze (see point 3 above).
	2. Expenses for food are already covered by the WKO travel allowance. Hence, food expenses cannot be claimed and included under the category “Barauslagen.”
	3. Any meal paid for by external parties (e.g. the receiving institution) must be deducted from the daily travel allowance (see instructions in the reimbursement form).
	4. Double financing is prohibited. This means that, if a mobility is being funded and carried out in the framework of an EU-funded project, the same mobility cannot be funded through Erasmus+
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**Table 1: ERASMUS+ Travel Grants 2023/2024**

Distance calculator: <https://erasmus-plus.ec.europa.eu/de/node/2626>

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| Travel distances | Standard travel – Amount | Green travel top-up |
| Between 0 and 99 KM | 23 EUR per participant |  |
| Between 100 and 499 KM | 180 EUR per participant | 210 EUR per participant |
| Between 500 and 1999 KM | 275 EUR per participant | 320 EUR per participant |
| Between 2000 and 2999 KM | 360 EUR per participant | 410 EUR per participant |
| Between 3000 and 3999 KM | 530 EUR per participant | 610 EUR per participant |
| Between 4000 and 7999 KM | 820 EUR per participant |  |
| 8000 KM or more | 1500 EUR per participant |  |

Nota bene: the “travel distance” represents the distance between the place of origin and the destination, whereas the “amount” covers the contribution to the travel both to and from the destination.

The one-time Green travel top-up grant applies to the use of the following means of main transportation from Salzburg or Nuremberg to destination or venue: bus, train (applies only for 2nd class), or carpool (when two or more persons are traveling to the same destination for the purpose of staff mobility).

**Table 2: ERASMUS+ Subsistence Grants 2023/2024**

Applicable for subsistence costs (accommodation including breakfast), food, and use of local public transportation in the venue.

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| Receiving Country | Amount per Day |
| Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden | 144 EUR |
| Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain | 128 EUR |
| Bulgaria, Estonia, Croatia, Latvia, Lithuania,Northern Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Czech Republic, Turkey, Hungary | 112 EUR |

Nota bene: Mobility in/to Austria is not eligible for funding.

Sample calculation of subsistence grant:

Euro 128,00 Maximum subsistence grant per day in Italy (based on Erasmus+ subsidy grant)

* Euro 35,80 Travel allowance per day in Italy (based on WKO daily travel allowance)

= Euro 92,20 Maximum grant for hotel accommodation and local public transportation

Table 3: Recording of mobility in the time recording system (Zeitsystem)



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| **Financing agreement for extra costs of the mobility**Extra costs are costs that are above the approved Erasmus+ grant amount[ ]  will be covered by the applicant.[ ]  will be covered by the responsible department/ institute/ study programme ( KST:       ).Further details of the agreement:……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |

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| I understand the additional conditions and agree. With my signature I confirm the correctness and completeness of all information and agree that in case of approval the content and duration of the stay will be made public in the PMU Website. | I support the application and agree to the additional conditions. |
| ............................................................................Applicant’s signature**,**Place, Date | ................................................................................Name and Signature of Head of Department**,**Place, Date |

**Attachment:**

[ ]  Curriculum Vitae (only for first-time applicants)