

<p>Domestic travel top-up:</p> <p>A description of the actual travel itinerary and a justification explaining why a more economical route could not have been taken</p>		<p>Required. Must be attached as an annex to the Final Report in Mobility Tool+.</p>	
<p>Individual support:</p> <p>Proof of attendance of the activity abroad in the form of a declaration. It must include:</p> <ul style="list-style-type: none"> - signature of the receiving organisation - name of the participant - the purpose of the activity abroad - starting and end date 	<p>Head of receiving organisation</p>	<p>Keep on file. One original and one copy required for all participants must be posted to the NA only if selected for desk check.</p>	<input type="checkbox"/>
<p>Organisational Support:</p> <p>Proof of attendance of the activity abroad as specified for “individual support” above.</p>	<p>Head of receiving organisation</p>	<p>Keep on file. One original and one copy required for all participants must be posted to the NA only if selected for desk check.</p>	<input type="checkbox"/>
<p>Course Fees:</p> <p>Proof of enrolment in the course and of payment of a course fee. This must be:</p> <ul style="list-style-type: none"> - an invoice <p>or</p> <ul style="list-style-type: none"> - a declaration issued and signed by the course provider. It must include: <ul style="list-style-type: none"> - the name of the participant - the name of the course taken - the start and end date of the participant's participation in the course. 	<p>Declaration signed by the course provider</p>	<p>Keep on file. One original and one copy required for all participants must be posted to the NA only if selected for desk check.</p>	<input type="checkbox"/>

OTHER RECOMMENDED DOCUMENTS			
DOCUMENT	SIGNATURES REQUIRED	ACTION	Yes/No
Annex II.7-C- Staff Mobility Agreement – 2017	Sending organisation, Hosting organisation and Participant	Not required for Final Report submission, but recommended for use	<input type="checkbox"/>
Annex II. 8 – E&T- Grant agreement- Teaching and training –2017	Sending organisation, Hosting organisation and Participant	Not required for Final Report submission, but recommended for use	<input type="checkbox"/>
Annex II. 9 Quality commitment Staff mobility – 2017 (for Schools only)	Sending organisation, Hosting organisation and Participant	Not required for Final Report submission, but recommended for use	<input type="checkbox"/>
Europass	Sending organisation and Hosting organisation	Not required for Final Report submission, but recommended for use	<input type="checkbox"/>