

Erasmus+ Programme

Key Action 1 School and Adult Education Staff

Budget Headings + Budget Transfers

**Checks & Audits
Monitoring & Evaluation**
(art.II.27. & II.27.1
+ Annex III)

Project dates/ duration
(art. I.2.2)

**Financial Reporting
Mobility Tool**
(use of IT tools)
(art. I.4, I.9)

**Finance
and
reporting
obligations**

**Payment
Arrangements/EFT**
(art. I.4., I.5)

Budget Transfers
(without amendment to the grant
agreement)
(art. I.3.3 & Annex 1
– art. II.22)

Budget Headings
(Annex III)

**Amendment
requests (art.II.13)**

Travel – 500-1999Km (€275.00)

Transfer possible from :

- Organisation Support
 - Up to 50% from Individual support and course fees to this cost heading
- Supporting Doc. Proof of Attendance

Course Fee – 5 days @ €70.00 per day

Supporting Doc. Proof of enrolment , proof of payment of course fee (Invoice etc.)

Transfer possible from :

- Organisation Support
- Up to 50% from Travel and Individual support to this cost heading

Course In Belgium on xxxxx for 1 participant 1st July to 5th July 2017

	€
Travel	275.00
Organisation Support	350.00
Course Fee: 5 days @ €70.00 p/d	350.00
Individual Support €140 p/s X 7 days:	980.00
Special Needs Support	
Exceptional Costs	
Total for Participant	1955.00

Organisation Support

€350 per participant
No possible transfer
Supporting Doc. Proof of Attendance

Individual Support

- 7 days @ €140 per day (includes 2 travel days)

Transfer possible from :

- Organisation Support

- Up to 50% from Travel and Course fees to this cost heading

Supporting Doc. Proof of Attendance

Exceptional Costs

Financial guarantee 75% of costs and 80% of costs for Travel outermost regions.

Supporting Doc. Invoices.

No possible transfer inwards

Special Needs Support

100% of Costs

Supporting Doc./ Invoices

Transfer possible from all budget headings

Annex III – Financial and Contractual Rules

Key Action 1 – School and Adult Education

A. Travel:

- Based on the distance per participant from the place of origin to the place of the host venue;
- **Place of origin:** where the sending organisation is located;
- **Place of the venue:** where the receiving organisation is located;
- On-line distance calculator to be used for the establishment of the applicable distance band (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)
- A list of unit costs per distance bands is included in Annex III to your grant agreement;
- Participant has actually undertaken the activity abroad;

Annex III – Financial & Contractual Rules

Key Action 1 – School and Adult Education

A. Travel:

- **Supporting documentation:**

- Proof of attendance of the activity abroad in the form of a declaration signed by the receiving organisation specifying the name of the participant, the purpose of the activity abroad, as well as its starting and end date;
- **The actual travel itinerary + travel tickets or other invoices specifying the place of departure and arrival provided** (only in case of travel from a place different than that where the sending organisation is located and/or travel to a place different than that where the receiving organisation is located **which leads to a change of distance band**);

Annex III – Financial & Contractual Rules

Key Action 1 – School and Adult Education

A. Top-Up for expensive domestic travel costs (a.2) & (d) :

- **Reporting:**

- the beneficiary must provide a description of the actual itinerary and a justification explaining why a more economical route could not have been taken. The itinerary followed may not be justified based on convenience, unless an alternative route would require more than one travel day to reach the final destination or return to the place of origin.

Annex III - Financial & Contractual Rules

Key Action 1 – School and Adult Education

B. Individual Support

- Costs directly linked to the subsistence of participants during the activity.
- The grant amount is calculated by multiplying the number of days per participant with the unit contribution (unit cost) applicable per day for the receiving country as specified in Annex IV of the Agreement. e.g. Up to the 14th day of activity – max allowance per day per participant. Between the 15th and 60th day of activity: 70% of maximum allowance per day per participant.
- Participant has actually undertaken the activity abroad

Annex III Financial & Contractual Rules

Key Action 1 – School and Adult Education

B. Individual Support

Supporting Documentation:

Proof of attendance of the activity abroad in the form of a declaration signed by the receiving organisation specifying the name of the participant, the purpose of the activity abroad, as well as its starting and end date. Please note: **For all mobilities the Beneficiary may add 1 day for travel directly before the first day of activity abroad and 1 day for travel directly after the last day of the activity – these extra days will count as eligible for the individual support.**

Annex III Financial & Contractual Rules

Key Action 1 – School and Adult Education

B. Individual Support

Reporting: Participant Report

Participants in the mobility activities shall report on this activity via an on-line questionnaire providing their feedback in terms of factual information and their appreciation of the activity period aboard, as well as of its preparation and follow up.

Annex III - Financial & Contractual Rules

Key Action 1 – School and Adult Education

C. Organisational Support

- Any costs directly linked to the implementation of mobility activities including preparation, monitoring and support of participants during mobility and validation of learning outcomes
- Based on the total number of **mobilities**
- Calculated on a **unit cost** basis as follows:

The grant amount is calculated by multiplying the total number of participations in mobility activities with the unit contribution applicable as specified in Annex IV of the Agreement.

€350 per participant for **up to 100** participants

€200 for any additional participants (**above 100 participants**)

- Participant has actually undertaken the activity abroad

Annex III – Financial & Contractual Rules

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C. Organisational Support

Supporting documentation:

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

Annex III – Financial & Contractual Rules

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D. Course Fees

- The grant amount is calculated by multiplying the total number of days per course with the unit contribution applicable as specified in Annex III of the Agreement. (€70 per participant per day and maximum of €700 per participant in the mobility project).
- The participant has participated in a structured course abroad requiring the payment of a course fee.

Supporting Documentation:

- Proof of enrolment in the course and of payment of a course fee in the form of an invoice or other declaration issued and signed by the course provider specifying the name of the participant, the name of the course taken as well as the start and end date of the participant's participation in the course.

Annex III – Financial & Contractual Rules

Key Action 1 – School and Adult Education

A. Special needs support

B. Exceptional costs

Article I.3.3 Budget Transfers

Transfers are possible to **increase** participation and duration

The beneficiary:

- Is allowed to transfer up to 100% of the funds allocated for organisational support to travel, individual support and course fees;
- The beneficiary is allowed to transfer up to 50% of the funds allocated for travel, individual support and course fees between these three budget categories.
- Is allowed to transfer funds allocated from any budget category to special needs support, even if initially no funds were allocated for special needs support as specified in Annex II;
- Is not allowed to transfer any funds to organisational support;

All potential changes need to be communicated to the NA first ☺

Good Luck

