



Erasmus+



Fundacja Rozwoju Systemu Edukacji

**STAFF MOBILITY FUNDING (STA AND STT) UNDER ERASMUS+ PROGRAMME: MOBILITY WITH PARTNER COUNTRIES
FINANCIAL RULES APPLICABLE AT ADAM MICKIEWICZ UNIVERSITY IN THE ACADEMIC YEAR 2016-2017 and 2017-18**

1. The University provides funding as an *individual grant contribution* and *grant support to travel costs (travel grant)* to the participant selected in the recruitment procedure at the following rates:

MOBILITY TYPE	INDIVIDUAL GRANT CONTRIBUTION	TRAVEL GRANT
Staff mobility from partner countries to Poland	€140 per each day if maximum stay period is 14 days	As per distance calculator
Staff mobility from Poland to partner countries	€160 per each day if maximum stay period is 14 days	As per distance calculator

2. The University provides a *travel grant*. The grant amount depends on the distance which the Participant must travel from mobility origin to mobility destination. The travel start location is at the University address. To calculate the distance, the University uses the online tool on the EC's website:

http://ec.europa.eu/dgs/education_culture/tools/distance_en.htm

3. The travel grant will be provided at the following rates:

Distance from origin to destination	Rate
100 to 499 km	EUR 180
500 to 1 999 km	EUR 275
2 000 to 2 999 km	EUR 360
3 000 to 3 999 km	EUR 530
4 000 to 7 999 km	EUR 820
≥8 000 km	EUR 1100

4. Rates applicable to mobility between partner countries have been defined at the European level and are applicable to all countries. The rates cannot be changed.
5. The University provides funding for the period indicated in the financial agreement. The mobility period start date is the first day and the mobility end date is the last day on which the Participant must be present at the receiving institution (according to the individual staff mobility for teaching/training programme). The Participant must provide a certificate confirming his/her stay, issued by the receiving Institution, clearly indicating the mobility start and end days. Furthermore, maximum two days will be added for travel, irrespective of the actual travel time. The travel **does not have** to take place one day before and one day after the mobility period. An *individual grant contribution* will be paid to the Participant for the two travel days.



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6. *An individual grant contribution* paid as a flat amount is not settled on the basis of actual costs. No invoices for accommodation and food are required. Mobility will be settled on the basis of the confirmation of participation in mobility abroad in the form of a certificate signed by the receiving institution, containing the following information: Participant's first and last name, purpose of mobility, mobility start and end days.
7. *Travel grant*: travel costs will be reimbursed on condition that the Participant has documented travel with a boarding card, coach ticket, railway ticket, or a proof of travel by another means of transport or with a statement that the Participant travelled to the destination by car, featuring travel dates.
8. In particular and justified cases it is possible to use other sources to pay the difference between the actual travel costs and travel grant.

PROREKTOR


prof. dr hab. Ryszard Naskręcki