

## Information for NUI Galway staff approved to take part in Erasmus+ Mobility for Teaching or Training

Please note that, with the exception of the Grant Agreement, all documents referred to in the following pages can be found on the [Teaching](#) and [Training](#) Mobility pages of our website.

### To allow us pay your grant ...

Please ensure that you have filled out a **Bank Details form** and returned it to the International Affairs Office. This is necessary in order to set you up on our online banking system so that your grant can be paid by bank transfer.

### Confirming your programme of activities

In the case of **Staff Teaching Assignments**, please make sure that you have submitted to the International Affairs Office, well in advance of the visit, a **Teaching Agreement**, signed and stamped by the host university. Please bear in mind that an Erasmus teaching assignment must include at least 8 teaching hours in total, with teaching taking place on at least 2 days.

In the case of **Staff Training** visits, once your visit has been approved, be aware that you will need to submit a **Training Agreement** to the International Affairs Office well in advance of the visit; this document must be signed and stamped by the host university. The minimum duration for a training visit is 2 full working days of training activities. The training agreement will reflect the information you already submitted in your application, with any suggested/recommended modifications, and with the signatures of all three parties (you, your host institution and the International Affairs Officer at NUI Galway).

### Your Financial Contract

Before embarking on your Erasmus visit, you should make sure that you have filled in and signed the 4-page **Grant Agreement** (financial "contract" between you and NUI Galway), and returned one copy to the International Affairs Office. This document will be provided to you by the International Affairs Office before your visit, but first you will need to send copies of your flight tickets to the International Affairs Officer, along with tickets or at least a cost estimate for any long distance (i.e. not local) travel involved, for instance a bus to Dublin Airport from Galway, or a similar journey from an airport abroad to your destination. Only when your travel costs have been communicated to the International Office can your grant agreement be issued. It isn't necessary to provide details of your accommodation costs.

### How much will the grant be? How is it calculated? What receipts do I need to keep?

The grant is a *contribution* to the travel and subsistence costs for a period of teaching or training abroad. It might not cover all your costs, and for this reason you are advised to be economical in your travel and accommodation arrangements.

The grant will be made up of an amount for **subsistence** and an amount for **travel**. Approximately 80% of your total grant will be paid before you travel abroad, and the remainder, allowing for any subsequent adjustments in relation to travel costs (where estimates had been used), will be paid after you have (i) submitted your online report to the European Commission and (ii) presented your attendance cert and any remaining travel tickets, etc, to the International Office.

**Subsistence costs** will be calculated as a *flat-rate payment* based on the number of days spent teaching/training, and respecting the maxima per destination country set out on page 50 of the 2019 Erasmus+ Programme Guide (see pdf version):

[http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf). You do not have to provide evidence of expenditure on accommodation, food, etc, but you will be required to submit a **certificate/letter of attendance** to prove that you were involved in teaching/training activities on the days for which you claim subsistence; this should be signed and stamped by the host institution. An additional day or two may be allowed for travel, depending on the distance involved and the overall availability of funds for Staff Mobility. In view of our limited funding, it may not always be possible to pay subsistence at the maximum rate, so a uniform percentage reduction may be applied to all the maxima. All our grant calculations/payments are subject to audit by the HEA and/or by the European Commission.

Subsistence costs are intended to cover accommodation, meals, local travel, taxi fares, phone and internet charges, insurance and all other sundries.

**Travel costs** are paid on the basis of *real costs*. You will be expected to travel by the most economical and efficient route, and you will be required to provide proof of expenditure/travel in the form of a copy of your air ticket and your boarding pass. Travel costs shall *not* include the cost of local train/tram/bus tickets, nor shall they include mileage, parking charges, tolls or taxi fares. However, longer train or bus journeys (e.g. bus from Galway to Dublin or Shannon Airport, or regional/long-distance trains/buses abroad) may be considered as eligible travel costs.

The table below shows the maxima set out for the travel element of the grant, for your information. Calculations will be done in the International Office and the figures will be incorporated into your grant agreement. In order to work out the distance between Galway and your destination, we must use the European Commission's distance calculator:

[http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm).

What is required here is the actual distance between Galway and the destination, not taking account of a return journey.

Travel Distance	Amount
Between 100 and 499 KM	180 EUR per participant
Between 500 and 1999 KM	275 EUR per participant
Between 2000 and 2999 KM	360 EUR per participant
Between 3000 and 3999 KM	530 EUR per participant
Between 4000 and 7999 KM	820 EUR per participant
8000 KM or more	1500 EUR per participant

You will be required to present receipts for your air and bus/train tickets. If you have spent more than the allowable amount on travel, you will have to make up the balance from your subsistence allowance. If you spend less than the allowable amount on travel, your travel grant will only be the amount you actually spent ("real costs"), so that your total grant may be adjusted accordingly and this will be reflected in the final instalment you receive.

If there are any "unusual" travel arrangements (such as travel by indirect routes, etc.), you must notify the International Office in advance to see if this can be accommodated.

### **What documents will the International Office need after the visit?**

Please note that we are obliged to submit to the HEA, at the end of each academic year, evidence of each staff member's having actually travelled to their given destination, so

**please keep carefully your flight tickets or boarding cards, etc.** and send them to the International Office after your visit, along with your **Cert of Attendance**. You will find this, and all other documents related to Staff Mobility, on our website - links are provided at the top of this document.

Your staff **final report** (participant report) must be submitted online and you will receive a request for this by e-mail directly from the European Commission.

Upon receipt of the final instalment of your Erasmus grant, you should complete a **grant acknowledgement form** for the total amount received and send it to the International Affairs Office, as this will also be required by the HEA.