



**UNIVERSITY FINANCIAL PROCEDURE**  
FOR ERASMUS STAFF MOBILITIES  
**STA – TEACHING ASSIGNMENT, STT- STAFF TRAINING**  
**FROM PARTNER COUNTRIES TO UNIVERSITY OF LIFE SCIENCES IN LUBLIN**

PROJECT NO.: 2023-1-PL01-KA171-HED-000124827

## 1. Financial Procedure

**1. The scholarship amounts for the project are the following:**

Country	Travel distance allowance*	Individual Support
Albania	275 EUR/participant	980 EUR 140 EUR x 7 days
Australia **	1500 EUR/ participant	
Georgia	275 EUR/ participant	
Moldova	275 EUR/participant	

\*depending on the location of Partner University and according to the EU distance calculator

\*\*Mobilities from Australia will only be possible on the condition that an Inter-institutional Agreement between partner universities has been signed.

**2. Expected number of staff mobilities to be carried out in the project - 13 mobilities**

Country	The number of staff mobilities
Albania	6
Australia *	2
Georgia	3
Moldova	2

\*Mobilities from Australia will only be possible on the condition that an Inter-institutional Agreement between partner universities has been signed

- The mobilities accepted by ULSL should take place between:
  - ❖ October 1, 2024 and June 13, 2025 (STA mobilities)
  - ❖ October 1, 2024 and July 31, 2025 (STT mobilities)
- The Erasmus+ scholarship is paid in the form of individual support and travel allowance, which is supposed to finance the travel and stay at University of Life Sciences in Lublin (ULSL) but does not cover the full mobility costs.
- ULSL will pay out the scholarship to the mobility participant for every day of stay at ULSL plus one day for travel to and one day from the receiving institution. The travel must take place

directly before and after mobility period specified in the confirmation issued by ULSL, which will include the start and end date of the mobility. Individual support is awarded for 7 days (including 2 days for travel).

6. Additionally, ULSL will pay out a travel distance allowance to a mobility participant. The travel distance allowance is calculated using EU distance calculator [https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)

Travel distance (km)	Travel distance allowance (EURO/ participant)	Green travel option (EURO/participant) *
Od 10 do 99 km:	23 EUR/participant	
Od 100 do 499 km:	180 EUR/participant	210 EUR/participant
Od 500 do 1 999 km:	275 EUR/participant	320 EUR/participant
Od 2 000 do 2 999 km:	360 EUR/participant	410 EUR/participant
Od 3 000 do 3 999 km:	530 EUR/participant	610 EUR/participant
Od 4 000 do 7 999km:	820 EUR/participant	
8 000 km and more	1 500 EUR/participant	

\***Green travel option** can be chosen by mobility participant who decides to travel using low-emission means of transport such as a bus, train or carpooling **both ways**. This option does not apply if the mobility participant decides to extend the mobility for tourist purposes.

**Carpooling** – travelling on the same route, for the same purpose, in the car with at least one of the co-passengers, e.g. two mobility participants of the same university travelling to ULSL for Erasmus + staff mobility.

A mobility participant will receive a maximum of 2 days for travel (7 days in total financed by the grant).

A mobility participant submits an application for green travel funding from the Erasmus+ programme, specifying the selected low-emission means of transport and the travel dates.

After the mobility and before leaving, the participant submits the declaration that confirms his travel back home using low-emission means of transport. The declaration should specify the chosen low-emission means of transport and the travel dates.

In case of travel by bus or train, tickets or the confirmation of ticket purchase should be kept by the participant and presented for inspection upon request of ULSL International Exchange officer. In the case of carpooling travel, the declaration signed by the participant is sufficient.

If the travel is not made by low-emission means of transport, the overpaid amount for green travel support will be deducted from the scholarship.

7. A mobility participant signs a written agreement (Grant Agreement), where the conditions for travelling abroad and its financing are specified. A draft of Grant Agreement is prepared by ULSL International Exchange Office (IEO) and sent via email to the Partner University International Office. The two signed copies of Grant Agreement should be sent to ULSL IEO via regular post no later than two weeks before the planned mobility period at ULSL.
8. The financial support shall be paid to mobility participant on the first day of their mobility, under the condition that the mobility participant has submitted all necessary documents specified in University Qualification and Implementation Procedure for Erasmus+ Staff Mobilities from Partner Countries to ULSL and has accepted all the conditions of the Grant Agreement with their signature and under the condition that ULSL has received the grant payment from the Erasmus+ National Agency.
9. The currency used in the Erasmus+ programme is the EURO. The financial support will be collected by a mobility participant on the first day of their mobility from the branch of Bank Pekao SA specified in the Grant Agreement or it will be transferred to his/her bank account (EURO account) upon his/her arrival in ULSL.
10. The Erasmus+ scholarship may not be used to cover costs for actions already funded by Union funds.
11. The Erasmus+ scholarship or part of it shall be reclaimed if the mobility participant does not carry out the mobility activity in compliance with the terms of their Grant Agreement.

## 2. Distribution of Unused or Additional Funds

1. If the project funds are not spent, the Vice-rector for University Development may announce an additional application deadlines, other than those specified in University Qualification and Implementation Procedure for Erasmus+ Staff Mobilities. Ongoing qualification is allowed.

## 3. Additional information

The ULSL International Exchange Office must be notified in writing of any changes or cancellations.

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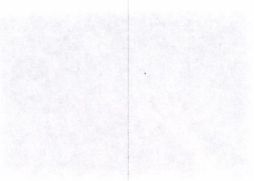
7. A mobility participant signs a written agreement (Grant Agreement), where the conditions for travelling abroad and its financing are specified. A draft of Grant Agreement is prepared by UJSL International Exchange Office (IEO) and sent via email to the Partner University International Office. The two signed copies of Grant Agreement should be sent to UJSL IEO via regular post no later than two weeks before the planned mobility period at UJSL.
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