ANNEX 2 – APPLICABLE RULES TO ELIGIBLE COSTS

ACTION 1: MOBILITY FOR PUPILS AND STAFF IN SCHOOL EDUCATION
(KA121-SCH & KA122-SCH)

1. UNIT CONTRIBUTIONS

Place of origin: the place where the sending organisation is located.

Sustainable means of transport: bike, bus, car-pooling, and train. The National Agency may accept other means of transport as sustainable based on established practice and on a case-by-case basis.

Travel unit contribution for sustainable means of transport (green travel) is eligible if sustainable means of transport have been used for the majority of the round trip.

Unit contribution per distance band: the amount paid for a return travel between the place of departure and the place of arrival.

Venue: the place where the receiving organisation is located. If a different place of origin or venue is reported, the beneficiary must provide the reason for this difference.

Travel time will not be considered when determining compliance with minimum eligible duration of mobility activities specified in the Programme Guide.

1.1 Travel

a) Calculation of the total unit contribution:

The total unit contribution for travel support is calculated by multiplying the number of participants and accompanying persons.

For the establishment of the distance band applicable, the beneficiary must indicate the distance of a one-way travel using the on-line distance calculator available on the Commission's website at: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm.

The total unit contribution for travel support is calculated by the beneficiary in the Erasmus+ reporting and management tool based on the applicable unit contribution rates.

b) Triggering event

The travel support is paid only if the participant has actually undertaken the activity.

c) Supporting documents

Individual activities: Proof of attendance of the activity in the form of Europass Mobility or another type of document specifying the learning outcomes, as well as the starting and end date of the activity. In case accompanying persons have supported the participants during the activity, their names and duration of stay will also be included. The supporting documents must be signed by the hosting organisation and the participant. For invited experts, the list of learning outcomes will be replaced with a learning programme provided by the expert and signed by the inviting organisation. Additionally, a signed grant agreement between the beneficiary and the participant will be required as supporting documentation for the following activity types: Short-term learning mobility of pupils, long-term mobility of pupils and staff mobility.

Group activities: proof of attendance of the activity in the form of a participants list (including accompanying persons) and the implemented learning programme (including the schedule of the activities, the methods used, the achieved learning outcomes, as well as the starting and end date of the activity). The supporting documents must be signed by the sending and hosting organisation. For activities organised at a seat of an institution of the European Union, the supporting documents must be signed by the two sending organisations.

In addition to the supporting documents mentioned above, in case of use of sustainable means of transport (green travel): a declaration on honour signed by the person receiving the travel grant will serve as supporting documentation. In group activities, the declaration for the travel of the group will be signed by the sending organisation. Participants should be informed of their duty to keep the proof of travel (transport tickets) and to provide it to the beneficiary, if requested.

If the starting point of travel is different than the place of origin or the end point is different than the venue, the beneficiary must report the reason for this difference. In case no travel took place or the travel was funded from EU sources other than the Erasmus+ Programme, the beneficiary will indicate in their report that financial support for travel is not required.

1.2 Individual support

a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the number of days per participant and accompanying person by the unit contribution applicable per day for the receiving country concerned, as specified in Annex 3 of the Agreement. Travel days may be added if relevant for a specific activity.

In case of an interruption during the stay, the period of the interruption will not be counted when calculating the individual support grant. In case of interruption due to *force majeure*, the participant must be allowed to resume and continue the activities after the interruption (within the conditions established in this Agreement).

In case of termination of the agreement by the participant due to *force majeure*, the participant must be entitled to receive the amount of the grant corresponding to the actual duration of the mobility period. Any remaining funds must be refunded to the beneficiary, except if agreed differently by both parties.

b) Triggering event:

The individual support is paid only if the participant has actually undertaken the activity for the specified period.

c) Supporting documents:

The same supporting documents as required for standard travel (see section 1.1.c).

d) Reporting:

Participants must use the standard on-line questionnaire provided by the European Commission (the participant report) to report on factual information and their appreciation of the mobility activity, its preparation and follow-up.

Invited experts will not be asked to submit a participant report.

Participant reports for group mobility activities will be completed by the leading accompanying person on behalf of the entire group.

Participants who fail to submit their report may be required to partially or fully reimburse the financial contribution received from Erasmus+.

1.3 Organisational support

a) Calculation of the total unit contribution

The total unit contribution is calculated by multiplying the total number of participants in mobility activities by the unit contribution applicable, as specified in Annex 3 of the Agreement. Accompanying persons and persons taking part in preparatory visits are not considered to be participants of mobility activities and are therefore not considered for calculation of the organisational support.

b) Triggering event:

The organisational support is paid only if the participant has actually undertaken the activity.

c) Support documents:

The same supporting documents as required for travel support (see section 1.1.c).

d) Reporting:

1.4 Inclusion support for organisations

a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the total number of participants with fewer opportunities in mobility activities by the unit contribution applicable, as specified in Annex 3 of the Agreement.

b) Triggering event:

The inclusion support for organisation is paid only if the participant has actually undertaken the activity.

c) Supporting documents:

The same supporting documents as required for travel support (see section 1.1.c).

In addition: documentation specified by the National Agency as admissible proof that the participant belongs to one of the categories of fewer opportunities listed in the Programme Guide.

1.5 Linguistic support

a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the total number of participants receiving linguistic support by the unit contribution as specified in Annex 3 of the Agreement. Participants that have received Online Language Support will be excluded from this calculation. Learners in long-term mobility will receive further linguistic support equivalent to the same unit contribution as specified in Annex 3 of the Agreement.

b) Triggering event:

The unit contribution is paid only if the participant has actually undertaken the language preparation in the language of instruction or work.

c) Supporting documents:

Proof of attendance of language courses in the form of a declaration or certificate signed by the course provider, specifying the name of the participant, the language taught, the format and duration of the provided courses, or in case the linguistic training is provided by the sending or receiving organisation: a declaration signed and dated by the organisation providing the training, specifying the name of the participant, the language taught, the format and duration of the linguistic training provided.

1.6 Course fees

a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the total number of days per course or training by the unit contribution applicable as specified in Annex 3 of the Agreement. Only the days during which the learning activity actually takes place are considered for the calculation of the grant support for course fees.

b) Triggering event:

The unit contribution for course fees is paid only if the participant has actually participated in a course or training requiring payment of a course fee.

c) Supporting documents:

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

1.7 Preparatory visits

a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the total number of persons participating in preparatory visits by the unit contribution applicable, as specified in Annex 3 of the Agreement.

b) Triggering event:

The unit contribution for preparatory visit is paid only if the participant has actually undertaken the preparatory visit.

c) Supporting documents:

Proof of attendance of the preparatory visit in the form of a completed agenda, including the names of the visiting persons, and signed by the visiting persons and the hosting organisation.

2. Actual costs

2.1 Inclusion support for participants

a) Calculation of the grant amount:

The grant is a reimbursement of 100% of eligible costs actually incurred.

b) Eligible costs:

Costs directly related to participants with fewer opportunities and their accompanying persons. If the participant requests the reimbursement of travel and individual support under this budget category, no unit contribution can be requested for these categories for the same participant.

d) Supporting documents:

Proof of payment of the related costs on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, the date of the invoice, and if relevant a documentation signed by the receiving organisation specifying the confirmed start and end date of the stay of the accompanying person.

e) Reporting:

For each cost item in this budget category, the beneficiary must report the nature of costs and the real amount of costs incurred.

2.2 Exceptional costs

a) Calculation of the grant amount:

The grant is a reimbursement of 80% of the following eligible costs actually incurred with the exception of the cost related to visa, residence permits and vaccinations and medical certifications, which will be reimbursed at 100%.

b) Eligible costs:

(i) Costs relating to a pre-financing guarantee lodged by the beneficiary where such guarantee is required by the NA as set out in the Data Sheet (see Point 4).

(ii) The exceptional costs for expensive travel replace the travel support.

(iii) Visa and visa-related costs, residence permits and vaccinations and medical certifications.

c) Supporting documents:

Proof of the cost of the financial guarantee issued by the body providing the guarantee to the beneficiary, specifying the name and address of the body issuing the financial guarantee, the amount and currency of the cost of the guarantee, and providing the date and signature of the legal representative of the body issuing the guarantee.

In the case of expensive travel costs: Proof of payment of the related costs on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, the date of the invoice and the travel route.

In the case of travel costs related to visa, residence permits and vaccinations and medical certifications: proof of payment of the related costs on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.