

Checklist Erasmus+ Staff mobilities

for teaching purposes (STA) and/or training purposes (STT)

Before the application process

<input type="checkbox"/>	Contact us to find out whether your planned activity is eligible for funding and whether sufficient funding is available. Contact person: Thomas Lauterwasser E-Mail: staff-mobility@erasmus.uni-tuebingen.de Phone: +49 7071 29-77732
<input type="checkbox"/>	Check the stay abroad with the (inviting) host institution or, in case of training offers without a selection procedure, inform yourself in detail about the content and organization of the offer you're interested in.
<input type="checkbox"/>	Discuss your planned stay abroad with your supervisor and submit an application for approval of business travel . Please note the information on business travel .
<input type="checkbox"/>	If necessary, apply for a certificate of secondment (A1 certificate) as proof of the applicable social security legislation during your business travel abroad.
<input type="checkbox"/>	Find out from the occupational health ambulance whether your stay abroad is associated with a compulsory occupational health check-up and book an appointment for a travel medical consultation (approx. 3 months before departure).

Before your stay abroad

<input type="checkbox"/>	Register in our application portal Mobility-Online by completing the online application for a stay abroad. Depending on your planned mobility, select either the option Erasmus+ Personalmobilität - Lehraufenthalt (STA) oder Erasmus+ Personalmobilität - Fortbildung (STT) .
<input type="checkbox"/>	Complete your personal master data or check the accuracy and completeness of the data if you were already registered in the system.
<input type="checkbox"/>	Upload the letter of invitation from the host institution in Mobility-Online (details of the host institution, the period of physical mobility and the purpose of your mobility, if applicable the number of teaching hours, virtual components).
<input type="checkbox"/>	Upload your business travel approval in Mobility-Online. Make sure that your application is also signed by your supervisor and the approving authority.

<input type="checkbox"/>	If you have selected the sustainable travel option ("Green Travel") in your application, you will be provided with a declaration of honor on sustainable travel in the application portal, which you have to sign and upload in Mobility-Online.
<input type="checkbox"/>	Answer the questions about your stay abroad. Your answers will be included in the Mobility Agreement, which you can download afterwards in Mobility Online as well as the Grant Agreement.
<input type="checkbox"/>	Download the Mobility Agreement , sign the document and send it by e-mail to the host institution for signature.
<input type="checkbox"/>	Submit the Mobility Agreement with both signatures together with the Grant Agreement -signed by you- by e-mail staff-mobility@erasmus.uni-tuebingen.de
<input type="checkbox"/>	We will upload the agreements signed by us in Mobility-Online. You will then receive a confirmation e-mail that your application documents are complete .
Don't forget to	
<input type="checkbox"/>	Register in the crisis prevention list "ELEFAND" (electronic registration of Germans abroad) if interested
<input type="checkbox"/>	Find out about the scope of your insurance cover during your stay abroad (health, accident, liability insurance) and take out additional insurance policies in good time if necessary.

During your mobility

<input type="checkbox"/>	Collect all original receipts and invoices from your accommodation and the trip (flight tickets, train tickets, fuel receipts, etc.) for the travel expense report.
<input type="checkbox"/>	At the end of your physical mobility phase, the host institution has to sign the Letter of Confirmation . If the confirmation contains all the required information, you can also use a template provided by the host institution instead of the template provided in Mobility-Online.

After your mobility (within 30 days after the end date of the mobility)

<input type="checkbox"/>	Complete the “ EU Participant Report ” (EU Survey) and submit it electronically. You will receive the link for the report by e-mail from the EU Commission at the last day of your mobility.
<input type="checkbox"/>	Upload the „ Letter of Confirmation ” in Mobility-Online
<input type="checkbox"/>	Submit the travel expense report together with the collected original receipts and the approved business travel form in original by internal mail to the International Office (Dez. V.1 Lauterwasser), or hand in the documents in person at the International Office (Wilhelmstraße 9).

As soon as all documents have been submitted, your travel expense report will be forwarded to the Travel Expenses Office for comparative calculation in accordance with the State Travel Expenses Act (LRKG). If the grant results in a higher reimbursement contribution, this additional amount will be reported to the LBV for taxation as a non-cash benefit.

Your grant will be paid out afterwards.