

Before your stay abroad

1. Research your options

- ☐ Learn about **self-organized versus program-organized** stays
- ☐ **Discuss dates and details with your supervisor**, get their informal ok
- ☐ Check if your institute/department/a committee will **co-finance** the stay (Travel Expense Report, option 2)
- ☐ Self-organized stay: **Clarify details with university/institution abroad**
- ☐ Stays organized via a program: **Reserve a spot with the program organizer**
(if your participation depends on Erasmus+ funding, do so provisionally)

2. Apply to Erasmus+

- ☐ Upload a "Declaration of Honor", if applicable
- ☐ Upload informal note of approval from your supervisor

3. Get International Center (IC) approval

- ☐ Send the **Grant Agreement** via email to the IC
- ☐ Fill out, sign and send the **Mobility Agreement**, via email to the host institution
- ☐ Send the **Mobility Agreement**, once signed by the host institution, via email to the IC
- ☐ Send **Work-Related Travel Application** signed by your supervisor to the Dept. of Finance/travel expenses unit at least 2 weeks before your trip
- ☐ Send **A1 certificate application** to the Dept. of Finance/travel expenses unit at least 2 weeks before your trip.
- ☐ **Book your trip**: train and/or flight tickets (e.g., Erasmus+ Interrail pass), accommodation, course fees, insurance, etc.

During your stay abroad

- ☒ **Gain international experience** and strengthen your skills
- ☐ Have your **Letter of Confirmation**/certificate of participation signed
- ☐ **Keep your receipts, invoices, public transport tickets**, etc. for your travel expense report and tax return

After your stay abroad

Submit Erasmus+ documents

- ☐ Fill out the **EU survey** online
- ☐ Email the signed **Letter of Confirmation**/certificate of participation to the IC
- ☐ **Share your experiences with colleagues and students**

Complete the travel expense report

- ☐ **Option 1 – simplified travel expense report without receipts:**
Check the box "Erasmus+ Aufenthalt" (leave blank: transport details, accommodation, meals and EUF account); send the report without your supervisor's signature to the IC
→ IC signs and forwards the document to the Department of Finance
→ Transfer of Erasmus+ funding
- ☐ **Option 2 – travel expense report with receipts (in accordance with the German Federal Travel Expenses Act/BRKG):**
(ONLY use this option if your institute/department/a committee agreed beforehand to cover any costs in excess of the Erasmus+ funding)
Complete the full report. have your supervisor sign it; then send it to the Dept. of Finance
→ Transfer of Erasmus+ funding plus additional co-financing funds owed