

Erasmus staff mobility check list – teaching staff mobility

Please find all relevant forms online: <https://www.uni-mannheim.de/en/about/centers-institutions-affiliates-and-partners/international-office/erasmus-teaching-staff-mobility/>

To do	Where to find the form	Original copy or photocopy/scanned document?	Submit documents to	Done <input checked="" type="checkbox"/>
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Before your mobility period:

Submit application form	online	scanned document is sufficient	Ms. Bach, International Office	
Receive Official Grant Award Notification and attachment from Ms. Bach	will be sent to you (e-mail)	-	-	-
Submit business travel authorization form with a copy of the Official Grant Award Notification and attachment to Division V - Human Resources (For further information, please refer to the " <i>Reimbursement Guideline</i> ") Don't forget the A1 form.	online	original copy	Ms. Frey, Division V - Travel Expenses Office	
After submitting the Business Travel Authorization to Div. V, the first installment of the grant (80%) will be paid.				
Receive Erasmus Grant Agreement from Ms. Bach - fill in and submit original copy to Ms. Bach	will be sent to you (e-mail)	original copy	Ms. Bach, International Office	
Fill in Erasmus Mobility Agreement , sign it yourself, have it signed by your host institution BEFORE DEPARTURE and submit	online	scanned document is sufficient	Ms. Bach, International Office	
<i>In case you are not an employee of the University of Mannheim:</i> insurance declaration	online	scanned document is sufficient	Ms. Bach, International Office	

During your mobility period:

Collect receipts (a full travel expense report has to be done also for Erasmus funded stays)	-	original copies	Ms. Frey, Division V - Travel Expenses Office	
Have the Certificate of Attendance filled in and signed by your host institution at the END of your stay (date of signature!)	online	scanned document is sufficient	-	

After your mobility period:

Submit Certificate of Attendance	online	scanned document is sufficient	Ms. Bach, International Office	
Issue the business travel expense report and submit it to Division V - Human Resources with receipts (For further information, please refer to the guideline "Return to Mannheim")	online	original copy	Ms. Frey, Division V - Travel Expenses Office	
After submitting the Certificate to the International Office and the Business Travel Expense Report to Div. V, the second installment of the grant (20%) will be paid.				
Complete and submit EU online Survey	link will be sent to you	online	online	