Erasmus+ Staff Mobility for Teaching and Training: Reimbursement Guideline

Procedure for Business Travel Authorization

**Contacts:**
- Business Travel Authorization Form: Division V – Travel Expenses Office, Ms. Lechner (phone 1026)
- Erasmus Documents: International Office, Ms. Ried (phone 1455) or Ms. Bach (1160)

**Receipt of Official Grant Award Notification from Ms. Bach /Ms. Ried (International Office)**

Fill in Business Travel Authorization Form, insert account unit (Buchungsstelle) from Official Grant Award Notification and amount of Erasmus Grant yourself

In case the Erasmus Grant covers all costs (or any other funding is not possible):

- Approval of Business Travel by superior
- Submit Business Travel Authorization Form with a copy of the Official Grant Award Notification and Attachment to Division V – Travel Expenses Office (Ms. Lechner)
  Don’t forget the A1 form.
- Take care of remaining Erasmus formalities and submit appropriate forms to the International Office
- Payment of first installment (80% of the Erasmus Grant); Departure

Collect receipts for the reimbursement (e.g. travel expenses, hotel bills) during the mobility period!

In both cases, a full Business Travel Expense Report with original receipts is needed.

In case you want to apply for any other funding:* 

- Find out if other funding is possible (e.g. from your chair)
- Have appropriate second account unit (Buchungsstelle) inserted in the Business Travel Authorization Form
- Approval of Business Travel by superior
- Submit Business Travel Authorization Form with a copy of the Official Grant Award Notification and Attachment to Division V – Travel Expenses Office (Ms. Lechner)
  Don’t forget the A1 form.
- Take care of remaining Erasmus formalities and submit appropriate forms to the International Office
- Payment of first installment (80% of the Erasmus Grant); Departure

*Other travel expenses can be reimbursed according to the Travel Cost Act of Baden-Württemberg (LRKG), e.g. travel expenses, which are not covered by the Erasmus Grant.