Erasmus+ Staff Mobility for Teaching and Training: Reimbursement Guideline Procedure for Business Travel Authorization Contacts: Division V - Travel Receipt of Official Grant Award **Business Travel** Expenses Office, Ms. Notification from Ms. Bach /Ms. **Authorization Form** Ried (International Office) Lechner (phone 1026) International Office, **Erasmus** Ms. Ried (phone 1455) Fill in Business Travel Authorization **Documents** or Ms. Bach (1160) Form, insert account unit (Buchungsstelle) from Official Grant Award Notification and amount of Erasmus Grant yourself In case you want to apply for any other In case the Erasmus Grant covers all costs funding:* (or any other funding is not possible): Find out if other funding is possible Approval of Business Travel by superior (e.g. from your chair) Submit Business Travel Authorization Form Have appropriate second account unit with a copy of the Official Grant Award (Buchungsstelle) inserted in the Business Notification and Attachment to Division V -Travel Authorization Form Travel Expenses Office (Ms. Lechner) Don't forget the A1 form. Approval of Business Travel by superior Take care of remaining Erasmus formalities and submit appropriate forms to the **International Office** 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. Payment of first installment (80% of the Erasmus Grant); Departure Take care of remaining Erasmus formalities and submit appropriate forms to the International Office Collect receipts for the reimbursement (e.g. travel expenses, hotel bills) during Payment of first the mobility period! installment (80% of the Erasmus Grant); In both cases, a full Business Travel Departure Expense Report with original receipts is needed.

*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.