Erasmus+ Staff Mobility for Teaching and Training: Reimbursement Guideline

Procedure for Business Travel Authorization

**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. Nguyen)
  
  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

**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. Nguyen)
  
  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

**Contacts:**

- Business Travel Authorization Form
- Division V – Travel Expenses Office, Ms. Nguyen (phone 1098)
- Erasmus Documents
- International Office, Ms. Ried (phone 1455) or Ms. Bach (1160)

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.

*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.*