

### Before your stay abroad

#### 1. Check your stay options

- Research:** self-organized stay or participation in a program
- Agree on content and date with the supervisor**, obtain his/her informal approval
- Clarify if your institute/department/a committee will **support the stay financially** (see travel expense report, option 2)
- Self-organized stay: **Clarify details with university/institution abroad**
- Participation in a program: **Reserve a spot with the program organizer** (provisionally, if your participation depends on Erasmus+ funding)

#### 2. Submit your Erasmus+ application

- Upload a declaration of honor, if applicable
- Upload informal approval from your supervisor

#### 3. Get the International Center's (IC) approval

- Send the **Grant Agreement** in paper form to the IC
- Fill out the **Mobility Agreement**, sign it and send it by e-mail to the host institution
- Send the **Mobility Agreement** signed by the host institution to the IC by e-mail
- Have the **work-related travel application** signed by your supervisor and send it to the finance department/work-related travel area at least 2 weeks before the start of the trip
- Send the **A1 certificate application** to the finance department/work-related travel area at least 2 weeks before the start of the trip.
- Book your trip** (travel tickets, e.g. Erasmus+ Interrail; accommodation; course fees, insurance, etc.)

### During your stay

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

### After your stay

#### Submit Erasmus+ documents

- Fill out the **EU survey**
- Submit the **Letter of Confirmation**/certificate of participation per email 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 means of transport, accommodation, meals and EUF account empty), send the report without your supervisor's signature to the IC  
→ IC signs and forwards the document to the finance department  
→ Transfer of the Erasmus+ funding
- Option 2, travel expense report with receipts (Federal Travel Expenses Act, BRKG):**  
*(only if the institute/department/a committee agreed beforehand to cover any costs in excess of the Erasmus+ funding)*  
Complete the report, have it signed by your supervisor and send it to the finance department  
→ Transfer of the Erasmus+ funding plus additional funds