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## Guidelines for an Erasmus+ Staff Mobility Teaching (STA)

These guidelines provide you with an overview of how to apply for an Erasmus+ Staff Mobility for Teaching. Please feel free to contact us if you have any questions:

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### Overview

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### General information

Please get in contact with the International Office / Marina Jones before you hand in your application.

A teaching mobility is based on an Erasmus+ agreement between the University of Freiburg and the partner university. Please get in touch prior to your stay abroad to check whether a valid agreement for teaching mobility is in place between your faculty/institute and the desired partner university.

Please note that the Erasmus+ grant is a fixed-rate grant and not subject to the State Law on Travel Costs. Please schedule time ahead of your mobility to submit all required documents to the International Office to avoid short-notice and therefore expensive bookings for transportation and board.

### **CHECKLIST: Prior to your stay abroad**

Please note the following steps to apply for your Erasmus+ teaching mobility:

✓	Required documents	Deadlines <sup>1</sup>	Additional information
	<b>Mobility Agreement<sup>2</sup></b>	To be submitted to the International Office / Marina Jones <b>prior</b> to the mobility	Discuss your planned program well ahead of time with your contact persons at the host institution and note down your plans in the Mobility Agreement. For a duration of your stay between 2 and 5 days at least 8 teaching hours must be held. For every additional day over 5 days the minimum amount of teaching hours is calculated as follows: 8 hours divided by 5 days, multiplied by the amount of additional days. The Mobility Agreement is then signed by the applicant, the responsible person at the host institution, and finally by the International Office.
	<b>Business Travel Authorisation Form (Dienstreiseantrag)<sup>3</sup></b>	To be submitted to the International Office / L. Scheidler <b>at least 4 weeks prior</b> to the planned mobility	Please use the latest version of the document P80 (see attached). If you hold a professorial chair, the Dean must sign your application. If lectures are affected, the Rector must also sign. The applicant then sends the form to Ms. Scheidler, who fills in the details on cost center and all estimated costs. The Director of the International Office will sign as budget manager.
	<b>Grant Agreement<sup>4</sup></b>	To be submitted to the International Office (L. Scheidler) <b>prior</b> to the mobility	<u>After having received all required documents and having approved of the mobility</u> , the International Office will send you a Grant Agreement. Please check the Grant Agreement for errors and correct them if necessary. Please sign two copies of the Grant Agreement and send them to the International Office (L. Scheidler) as an original hardcopy for countersignature.
	<b>Booking forms for train or flight tickets<sup>5</sup></b>	Booking of your trip through the travel agency City Air Terminal (CAT)	<u>After approval of the Business Travel Authorisation Form</u> : You book the trip on your own initiative via the travel agency CAT (cooperation partner of the University of Freiburg for business trips).
	<b>A1 certification</b>	<b>Prior</b> to the mobility for travels to Austria and France	An A1 certificate is generally required for assignments abroad. In the case of short-term business trips, this can be waived or issued retrospectively. For trips to France and Austria, an A1 certificate is always required in advance due to national regulations. The electronic application is done via the <a href="#">LBV</a> .

<sup>1</sup> Receipt of documents by the International Office of the University of Freiburg

<sup>2</sup> Form 01\_Mobility\_Agreement\_Staff\_Teaching

<sup>3</sup> Form 03\_p080e\_Application\_Business\_Trip

<sup>4</sup> Form 02\_Grant-Agreement (will be sent to you in the course of the process)

<sup>5</sup> Forms 03a\_Bahn\_Bestellung\_Comtravo / 03b\_Flug\_Bestellung\_Comtravo

### CHECKLIST: After your stay abroad

✓	Required documents	Deadlines <sup>1</sup>	Additional information
	<b>Certificate of Stay<sup>2</sup></b>	To be submitted to the International Office (Marina Jones) after the mobility	Please have your certificate of stay signed and stamped by the responsible person at the host institution. The form must be signed on <u>the last day</u> of your stay at the host institution.
	<b>Personal Experience Report<sup>3</sup></b>	Voluntarily (submit email to Marina Jones)	By making your personal report available to other staff members, you allow them to benefit from your experience.
	<b>EU Survey (online questionnaire)</b>	Once the link has been sent	You will receive the link to the online survey from the EU Commission automatically by email within a few weeks after your stay abroad. Please attach your completed EU Survey as a pdf document to the documents sent to the International Office.
	<b>Travel Expense Reimbursement<sup>4</sup></b>	To be submitted to the International Office / L. Scheidler after the mobility	After your Business Travel Authorisation Form is approved, it will be returned to you. Once your mobility has ended, please submit your travel reimbursement application to the International Office / L. Scheidler. The second page needs to be filled out. Please do not forget to attach all necessary receipts and bills. You will then receive the outstanding amount of your funding from the International Office.

<sup>1</sup> Receipt of documents by the International Office of the University of Freiburg

<sup>2</sup> Form 04\_Confirmation-of-stay

<sup>3</sup> We appreciate your report on your experience.

<sup>4</sup> Form 03\_p080e\_Application\_Business\_Trip

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## Important information

### Reimbursement of travel costs

**Important note: The International Office / L. Scheidler will take care of all steps regarding your travel expense reimbursement.** This also involves communication and processing with the University's travel expense office. **Therefore, please always address the International Office / L. Scheidler first.**

Please hand in both pages of your Business Travel Authorisation Form as well as all required bills and receipts.

Although your trip is funded through a fixed-rate grant, it will be offset with the State Law on Travel Expenses (LRKG) by the travel expense office. Should a positive difference result from this calculation, this amount will be considered as an additional income. The University of Freiburg will automatically send this information to the LBV (Landesamt für Besoldung und Versorgung).

**Please check if this additional income is subject to taxation. You are responsible for the correct taxation.** Please also note the following detailed information about taxation

### Taxation

Since 2017, new taxation regulations apply at the University of Freiburg to expenses from business trips funded through a fixed-rate grant (e.g. Erasmus+).

It is possible that trips funded through Erasmus+ cause special taxation regulations to apply.

"Regular" business trips are paid from the university's budgetary funds and therefore reimbursement of travel expenses of these trips is regulated by the Act on Travel Expenses of the Land of Baden-Württemberg (LRKG). Reimbursement of expenses on Erasmus+-funded trips, however, is calculated and paid out in accordance with the fixed rates set by the EU.

The travel expenses office has to compare the amount of reimbursable travel expenses according to the Act on Travel Expenses with the amount of the fixed-rate EU grant.

If this calculation shows that the Erasmus+ grant was higher than a reimbursement according to the Act on Travel Expenses would have been, the travel expenses office is required to report the difference to the Landesamt für Besoldung und Versorgung (LBV) for taxation. The amount will be deemed as "Sonstiger Bezug" (other income) by the LBV and it will be taxed accordingly. The tax will be deducted from your next salary payment.

According to the Act on Travel Expenses, the following expenses are reimbursable:

- All transportation costs (plane, train, regional train, streetcar, bus,...) - please make sure to collect the receipts.
- Hotel costs (if necessary, including a statement that no cheaper hotel was available) - please make sure to collect the receipts.
- A daily allowance for board varying by location (no receipts necessary) - daily allowance rates can be found on the Intranet (> Service A-Z > Dienstreisen)

This kind of taxation, for example, is often a result of relatively low accommodation costs. High board expenses are not considered separately in the Travel Expenses Act, but are only regulated through the daily allowance.

Just to be clear: The difference between the fixed-rate funding and the reimbursable travel expenses will not be deducted completely. It is simply subject to taxation.

#### *An Example:*

EU fixed-rate funding: EUR 1000

Reimbursable travel expenses according to the LRKG: EUR 900

Difference = EUR 100 → subject to individual tax regulations, taxes to be paid are deducted from next salary.

Please ask your contact person at the LBV for information on your individual tax rate. Please note that the LBV can only be contacted in German.

Please do not hesitate to contact the International Office if you have any questions.

## **FAQ**

### **I have to cancel my trip early. / I cannot start my trip.**

In such a case, please inform the International Office as soon as possible. This is the only way to ensure that you do not have to return the entire funding sum if the trip has already begun.

**Could I combine my stay at the partner university with a private trip not related to my Erasmus staff mobility?** Yes, in general, this is possible. However, it is necessary that you comply with the Erasmus requirements for training mobility or for the duration of your teaching stay (at least eight teaching hours per week; proportionately more for longer stays) It is also important that your private travel scheme is in proportion to your Erasmus staff mobility.

In addition, you must attach comparative offers to the travel reimbursement application which would only cover the travel period of your Erasmus staff mobility.

### **Do I have to indicate the climate levy/CO2 offset on the travel reimbursement application?**

Yes, this is necessary. For this purpose, please calculate the carbon footprint of your trip using the climate calculator (e.g. Atmosfair) and enter the corresponding amount in the travel reimbursement application before submitting it to the International Office. You will find further information on the University's Intranet. (see Service A-Z)

### **The total cost of my staff mobility (travel costs and board) is less than the lump sum that was paid to me. What should I do in this case?**

The amount that was overpaid to you is subject to taxation. You are responsible for the correct taxation. (see information in the staff mobility checklist).

### **How do I book my trip?**

You have to book the trip on your own initiative. You book the trip via the cooperation partner of the University of Freiburg for business trips, the City Air Terminal travel agency (CAT): in this case, the costs will be advanced by the University of Freiburg.

Only in exceptional cases: You book your trip privately and not through cooperation partner of the University of Freiburg for business trips. Please note that you need to advance those costs privately. You will receive an advance payment on your travel costs only upon request. (Contact: International Office/L. Scheidler) If you need to cancel your trip, then you need to pay all cancellation fees privately. Please use the forms attached to these guidelines to book your trip.

## **Attachments and forms**

- 01\_Mobility\_Agreement\_Staff\_Teaching
- 02\_Grant-Agreement (will be sent to you in the course of the process)
- 03\_p080e\_Application\_Business\_Trip
- 03a\_Bahn\_Bestellung\_Comtravo
- 03b\_Flug\_Bestellung\_Comtravo
- 04\_Confirmation-of-stay