



## Checklist BOKU-Staff mobility

### Before your Mobility

- Get in contact with your supervisor and agree on **date of stay** and inform your local coordinator at BOKU on it (e-mail: [erasmus.mundus2@boku.ac.at](mailto:erasmus.mundus2@boku.ac.at)).
- Prepare a working plan in your **staff mobility for teaching/training mobility agreement** in accordance with your supervisor, let it sign by your sending and receiving institution and send it to [erasmus.mundus2@boku.ac.at](mailto:erasmus.mundus2@boku.ac.at) via e-mail.
- Sign your **grant award agreement** at BOKU-International Relations.
- Get the **official travel authorisation (“Dienstreise-Auftrag”)** signed by your superior (for correct account number ask at BOKU-International Relations)  
In the case of digital business trip application (“digitaler Dienstreise-Auftrag”), do not forget to indicate the name of the responsible BOKU-IR colleague to authorize your trip.
- **Travel insurance:** all BOKU employees are insured with the Europäische Reiseversicherung ([link to Europäische Reiseversicherung](#)) (please check also the BOKU emergency checklist for business travels)

### During your Mobility

- Please keep all your **boarding passes, tickets and invoices**, you will get reimbursed with a flat rate for travel according to distance. (please note that we need the originals)
- Get your **confirmation of stay** from the local coordinator (Teachers have to include teaching hours)

### After your Mobility

- Please fill in all necessary information in the survey you get via the **Beneficiary Module** (notification via e-mail).
- Bring your **signed confirmation of stay** to BOKU-International Relations.
- Bring your filled travel expense claim form (“**Dienstreise-Abrechnung**”) with all **original invoices, tickets and boarding passes** and the signed/printed “**Dienstreise-Auftrag**” to BOKU-International Relations.