



Checklist BOKU-Staff Erasmus+ International Mobility

Before your Mobility

1. Get in contact with your supervisor, agree on **period of stay** and inform your local coordinator at BOKU as soon as possible about it (e-mail: erasmus.mundus2@boku.ac.at). Please inform the BOKU-IR coordinator, where applicable, of any travel plans (other business trips, vacations) before or after the Erasmus+ IM stay for insurance purposes and to facilitate billing procedure (DR-Abrechnung) upon return.
2. Prepare a working plan in your **staff mobility for teaching/training mobility agreement** in accordance with your supervisor, sign it yourself and let it sign by your sending and receiving institution - send it to erasmus.mundus2@boku.ac.at via e-mail.
3. Sign your **Grant Award Agreement** through BOKU-International Relations before the start of your mobility. The BOKU Coordinator will provide you with a draft of the confirmation of stay to be filled out towards the end of your stay abroad.
4. BEFORE YOU BOOK THE FLIGHTS/MEANS OF TRANSPORTATION/ACCOMODATION etc. get the **official travel authorisation ("Dienstreise-Auftrag")** signed by your Superior (for the correct account number to report on the DR-Auftrag ask at BOKU-International Relations).
5. **Travel insurance:** since June 1st 2024 all BOKU employees are insured with the [Chubb European Group SE](#). 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. Kindly note that, where applicable, we need the originals!
- Get your **Confirmation of Stay** signed from the local coordinator (Teachers must also include teaching hours/not less than 8h per week!)

After your Mobility

- Please fill in all necessary information in the survey you get via the **Beneficiary Module** (notification via e-mail). To fill out the survey is **compulsory**.
- 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.

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