

# Checklist ERASMUS

## Staff Mobility for training purposes



When?/Deadline	<b>What?</b> white = steps to be taken by employee purple = steps to be taken by International office	Done?
anytime, the sooner the better	Informal mail to <b>international-office@hhu.de</b> with details of the destination university & period or rather travel and working days	
immediately	Preliminary grant approval and sending of the „Mobilty Agree-ment“ for completion. The International Office invites you to register online via MoveOn	
at the latest 8 weeks before the start of the journey	<b>Request permission for a business trip at the Travel Expense Centre (D 3.2)!</b> Please note on the form: „Accounting according to allowances by D 1.3“	
until approx. 5 weeks before departure	Creation of a work plan or registration for Staff Week or fill in the Mobility Agreement and have it signed by the host university/ institution as well as the institute or faculty at the HHU (scan is sufficient)	
approx 4 weeks before departure	Fill in the online registration form and upload your business trip permit and Staff Week registration/work plan/Mobility Agreement (as pdf)	
approx 3 weeks before departure	Final grant approval by sending the <b>Grant Agreement</b> and the <b>Letter of Confirmation</b> form to the employee by e-mail	
approx 3 weeks before departure	Entering mobility data in the Mobility Tool/EU Survey	
upon receipt of the Grant Agreement	Print the Grant Agreement twice and sign it, then return <b>both originals</b> to the International Office for countersigning	
at the latest 1 week before departure	Transfer of 80% of the allowances. Sending of one of the fully signed grant agreements to the employee	
towards the end of the stay	Fill in the Letter of Confirmation and have it signed by the host university/institution	
up to 20 days after the end of the stay	Submit <b>original</b> Letter of Confirmation to the International Office	
up to 30 days after the end of the stay	Answer <b>online questions</b> about your stay via the „Mobility Tool“: You will be asked to do so automatically by e-mail from the EU: if necessary, please check the <b>SPAM folder</b>	
immediately	Payment of the remaining amount of 20 % when all documents are received and the <b>EU survey has been completed</b>	