

Guidelines for receipts for the Travel Reimbursement

Our training courses are funded by the Erasmus+ program of the European Union. Your travel costs (up to a certain amount) will be fully reimbursed.

General guidelines for the reimbursement:

- Please keep all your tickets, receipts and invoices when you book your travel
- You will get a *travel reimbursement sheet* where you can note all the receipts that you want to reimburse. Each line is corresponding to one ticket.
- *Reimbursement:* The coordinator reviews your documents and reimburses you up to the amount of the travel grant. If your expenses are less than the grant, you get reimbursed for the actual amount you spent. If they are more, you only get reimbursed up to the grant amount.
- *Timing:* Reimbursements typically happen after the mobility period, so you might need to pay upfront and get reimbursed later (approximately 6 - 10 weeks after participants send all their travel documents and completed the contributing arrangements etc.).

For *digital tickets*:

- Please upload your digital tickets in the online folder, that we will send you.
- Name the document properly with the beginning and the end of the route (e.g. *Amsterdam-Cologne.pdf*)
- Only original PDF-Tickets are accepted, please don't send any screenshots or other types of documents! Unfortunately we won't be able to reimburse them.
- If you have an invoice additionally to the ticket, please send it as well
- If you want to reimburse a subscription like *Interrail* or *Deutschland-Ticket*, please send us the invoice of the subscription.

For *tickets in paper*:

- Please keep your original tickets and attach them to your travel reimbursement-sheet.
- If you buy a physical ticket on your return trip, the best option would be to send it via post, otherwise we can also accept a well done scan of your ticket.

Fixed travel grant information:

Travel distance	Green Travel	Non-Green Travel
10 – 99 km	56 EUR	28 EUR
100 – 499 km	285 EUR	211 EUR
500 – 1999 km	417 EUR	309 EUR
2000 – 2999 km	535 EUR	395 EUR
3000 – 3999 km	785 EUR	580 EUR
4000 – 7999 km	1188 EUR	1188 EUR

You can use the official [travel distance calculator](#) of the European Union. The start point is where your residence is and the end point is the venue of the training course.

We encourage green travelling!

We encourage you to use green travel options for several reasons. Choosing environmentally friendly modes of transportation, such as trains, buses, bicycles, or carpooling, not only significantly reduces your carbon footprint but also contributes to the fight against climate change. By opting for green travel, you help decrease air pollution and greenhouse gas emissions, promoting cleaner air and healthier communities. I

f you travel by car as one single person, we cannot count it as green travel. Multiple people travelling by car would count as a green travel option.

Additionally, green travel often supports local economies and sustainable tourism practices. For instance, traveling by train or bus allows you to explore and engage with local communities in a more meaningful way, fostering cultural exchange and understanding, which aligns with the core values of the Erasmus+ program.

Furthermore, by choosing sustainable travel options, you set a positive example for others and contribute to a collective effort towards more responsible and conscious travel habits. This can inspire fellow participants and the broader community to make more eco-friendly choices, amplifying the positive impact on our planet.

Embracing green travel within Erasmus+ training courses not only aligns with environmental sustainability goals but also enriches your travel experience, supports local economies, improves personal health, and fosters a culture of responsibility and awareness.

Travel and health insurance:

Health insurance will **not** be provided or reimbursed by the mobility organisers. However, it is a mandatory requirement for all participants to provide your own health insurance. This should cover you for the full duration of your time in the host country. If you are an EU resident, you can use the free European Health Insurance Card (EHIC) to allow you access to public hospital treatment. Having this card means you may be able to receive free medical treatment in the event of an emergency, but it is not guaranteed. Also please be aware that the EHIC is not a travel insurance policy, it will not cover private health care, non-emergency health costs, or being flown back to your home country. To learn more, please go to ehic.europa.eu/

General travel insurance to cover the safety of your possessions, lost luggage, delays to flights, etc is not a mandatory requirement, but it is advisable.