

**CHECKLIST FOR ERASMUS+ NON-TEACHING (STAFF) MOBILITY**

**PRE-TRAVEL**

1. Submit an Expression of Interest Form *Expression of Interest in Staff Mobility* to DkIT International Office.
2. After the mobility has been awarded to you by the International Office, contact partner college International Office (or enterprise) to confirm your mobility and agree dates.
3. Email flight e-ticket to DkIT International Office for calculation of grant (*Note: Staff Training Mobility must be a minimum of 2 working days (Typical duration: 5 working days).* If you are completing the Staff Mobility between 30th June and 30th September, provide DkIT International Office with e-ticket & provisional mobility details by 30th June. After that date the mobility will be offered to staff member on reserve list.
4. Complete *Staff Mobility for Training Mobility* Agreementform*,* countersigned by host institution/enterprise & email it to DkIT International Office.
5. Complete the *Grant Agreement for Erasmus+ Staff Mobility* form and return it to DkIT International Office.

**DURING MOBILITY**

1. Ask partner college/enterprise contact to stamp & sign *Certificate of Participation in Staff Mobility* on the last day of mobility. Submit to DkIT International Office.

**POST-TRAVEL**

1. You will receive email from EU Commission to complete an online Final Report. DkIT International Office will agree payment through CORE, with you.

**Please Note:** *The grant is a flate rate to cover all costs – flight, accommodation, meals, local travel, telecommunications, including fax/internet, insurance, and all other sundries, with no incidentals allowable.*