

# Travel costs

## Principles

Travel expenses are eligible for participants (permanent staff, temporary staff, students and doctoral candidates) from all 4EU+ member universities taking part in an action of the project, if:

- the staff is part of the remuneration system and under contract with one of the member universities
- the student or doctoral candidate is enrolled at one of the member universities
- the travel is linked to the achievement of the objectives of the 4EU+ project

## Supporting Documents

In order to claim travel costs in the project, the following, duly signed documents should be collected by the member university:

- Boarding pass, train tickets, electronic tickets indicating the name of traveler;
- Documents proving the amount spent in case of real costs reimbursement (invoice, proof of payment);
- Supporting documents describing the purpose of the travel (meeting agenda, attendance sheets, minutes).

**Travel costs are calculated in line with the 4EU+ member university's usual practices on travel.**

# Individual Support

By Individual Support, it is understood that this refers to accommodation costs and subsistence costs/per diem.

## Principles

Individual Support is eligible for participants (permanent staff, temporary staff, students and doctoral candidates) from all 4EU+ universities, if:

- the staff is part of the remuneration system and be under contract with one of the member universities
- the individual support is linked to the achievement of the objectives of the 4EU+ project
- the individual support is for mobility activities that are no longer than 3 months in duration

## Supporting Documents

In order to claim individual support costs in the project, the following, duly signed documents should be collected by the 4EU+ member university:

- Invoice or proof of payment for subsistence costs if the member university does not have a per diem policy. In case of per diem policy, the proof of the numbers of days spent travelling will be necessary);
- Invoice or proof of payment for accommodation;
- Supporting documents describing the purpose of the travel (meeting agenda, attendance sheets, minutes).

**Individual support costs are calculated in line with the 4EU+ member university's usual practices.**

# Equipment Costs

The Erasmus+ grant contribution to the project's equipment costs will be based on the justification of the costs actually incurred. The applicable eligible conditions are specified in the relevant section of the Grant agreement, Annex II – General Conditions, Article II.19.2.c.

**Depreciation costs of equipment or other assets** (new or second hand) are **eligible** providing that:

- they are actually incurred by the 4EU+ member institution;
- they are written off in accordance with the usual accounting practice of the member institution
- they do not exceed 8% of total direct eligible costs; they have been purchased in accordance with the Annex II, General Conditions, article II.10.1.

Only the portion of the equipment's depreciation, rental and lease costs are eligible, for the part that corresponds to the duration of the funding period and to the rate of actual use, for the purpose of the action.

**Only depreciation costs for equipment or other assets directly linked to the development of innovative pedagogies, blended and/or work-based learning activities are eligible.**

# Other Costs

- Transfer of best practices to higher education institutions outside the Alliance;
- Dissemination of knowledge and information (e.g. advertising in the media, promotional materials and activities);
- Renting of premises for major events;
- Subcontracting for specific tasks;
- Travel and/or subsistence costs of third parties (experts, professors, speakers etc.) contributing to the European University's activities;
- Catering

## **Subcontracting costs**

If the implementation of an action requires the member university to procure goods, works or services, it must comply with the applicable national public procurement rules. However, member university must ensure that subcontracting is justified because of the nature of the action and that it does not cover core tasks of the action.