

Erasmus Training Visit to a Partner Institution: Application Procedure

Prior to Visit:

STEP 1	Check with the Erasmus Office if your proposed visit will be eligible for Erasmus funding, and to ensure that funding will be available.
STEP 2	Complete part 1 of the Staff Mobility for Training Agreement , sign it, and forward it to the host organisation for signature. This must be done before the visit takes place. Email a copy of this document <u>with both signatures</u> , to Erasmus@cit.ie .
STEP 3	Complete Leave of Absence (LoA) form , specifying actual travel days and training activity days & attach a copy of email/letter of invitation, plus the training agreement, signed by you and the host organisation contact. You should put your department's budget code on the LoA. A transfer of funding will be made from the Erasmus budget to your department after the visit has taken place. (Please see the table of Erasmus rates for travel and subsistence). Any costs not covered by the Erasmus funding will need to be covered from your department's travel budget. The LoA should be approved by your Head of Department and then forwarded to the travel section of the Finance Office. A copy should also be emailed to Erasmus@cit.ie for our records.
STEP 4	Once you have received approval from the Finance Office you should book your travel through the ETR system.
STEP 5	You will be sent an Erasmus Grant Agreement . This is a contract for Erasmus funding which you should read carefully and then sign in two copies. These should be sent to the Erasmus Office in the internal mail, as <u>original signatures</u> are required on this document. We will return one signed copy to you for your records.

At the end of the visit:

STEP 1	Before you leave the host organisation, you must get the Confirmation of Erasmus Staff Mobility form signed by the host Erasmus Office (if your training takes place at a partner institution), or the relevant contact person at the training organisation. Email the signed form to: Erasmus@cit.ie
STEP 2	Submit your expense claim (LoA with receipts attached) to the Finance Office.
STEP 3	Complete the on-line Erasmus questionnaire which will be emailed to you by the European Commission.
STEP 4	You will be asked to sign a receipt for the amount of Erasmus funding allocated to the visit.