

## Placement Coordinator Visit - Application Procedure

Discuss the proposed visit with your Head of Department. If the visit is approved, an email request should be sent to the Erasmus office to check that funding will be available. This should be done at least one month before date of the proposed visit. Beneficiary should also:

### *Prior to Visit:*

<b>STEP 1</b>	Complete (LoA) form, specifying actual travel days and activity days, <b>using your department's budget code.</b>
<b>STEP 2</b>	LoA to be signed by Head of Department and forwarded to the Finance Office. A copy of the LoA should also be emailed to <a href="mailto:Erasmus@cit.ie">Erasmus@cit.ie</a>
<b>STEP 3</b>	Book travel through ETR, once approval given by CIT Travel Office, <b>using your department's budget code.</b>

### *At the end of the visit:*

<b>STEP 1</b>	Before you leave, ensure that the <b>confirmation of visit</b> form is signed by the host organisation's Erasmus Office. This should be emailed to: <a href="mailto:Erasmus@cit.ie">Erasmus@cit.ie</a>
<b>STEP 2</b>	Submit your expense claim form and receipts to the Finance Office.
<b>STEP 3</b>	Contact the Erasmus Office to highlight any issues which have arisen in relation to the students on placement, or the placement organisation.  Send a short (one page maximum) report of the visit to <a href="mailto:erasmus@cit.ie">erasmus@cit.ie</a> within 2 weeks of your return.
<b>STEP 4</b>	You will be asked to sign a <b>receipt</b> for the amount of Erasmus funding allocated to the visit.