

# Funding Erasmus+ Staff Mobility for Training (STT) outgoing as of Call 2025

Scope of application	University
Subject area	Funding of stays abroad for administrative and scientific staff
Document type	Funding guideline
Applicable documents / regulations	Erasmus+-Programme Guide Ergänzender Leitfaden KA131 Higher Education Mobility Handbook for Beneficiaries, Finanzhilfevereinbarung (Financial agreement) of the relevant Call including annexes Grant agreement of the relevant Call Mobility Agreement Richtlinie für Dienstreisen für Forschungs- und Lehrtätigkeit (2008)
Short description	Funding of continuing education and training stays at universities or other suitable organizations in Erasmus+ programme countries. <sup>1</sup>
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<sup>1</sup> Erasmus+-Programme countries: EU-member states plus Norway, Iceland and Liechtenstein, as well as North Macedonia, Turkey and Serbia

	Area	Name	Date
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## 1. Funding agency

International Relations Office (IRO), Building CA, ground floor  
[international@vetmeduni.ac.at](mailto:international@vetmeduni.ac.at)  
[www.vetmeduni.ac.at/internationaloffice](http://www.vetmeduni.ac.at/internationaloffice)

## 2. Target group

Administrative and scientific staff members of Vetmeduni <sup>2</sup>

## 3. Brief description

This funding measure supports continuing education and training stays at universities or other suitable organizations in Erasmus+ program countries.

Activities include:

Short internships, job shadowing schemes, workshops, and language courses, etc.

## 4. General funding guidelines

- Number of mobility stays: A maximum of one stay per applicant per call (= academic year) will be funded.
- Duration of mobility: The mobility stay can last between 2 and 14 days (including travel days).
- Type of mobility: All mobility must be undertaken as part of a business trip (Dienstreise).
- Mobility will be funded on a first-come, first-served basis until the allocated budget is exhausted. Any remaining funds after the approved mobility has been accounted for will be used to fund zero-grant mobility.

## 5. Application requirements

- Employment relationship with Vetmeduni
- The stay abroad is undertaken as part of a business trip (Dienstreise)

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<sup>2</sup> PhD/doctoral students employed by the Vetmeduni: Mobility of PhD/doctoral students is handled via Erasmus+ SMT Short-Term Mobility for Doctoral Students.

## 6. Application process (Mobility-Online)

- The applicant submits an online application via the Mobility-Online application platform. This includes the host institution, the planned dates of stay, including expected travel dates, mode of transport, a brief description of the planned program, and a cost estimate.
- The International Relations Office (IRO) checks the data provided for eligibility and plausibility.
  - A positive review will result in further processing of the application.
  - A negative review will result in a request for improvement or rejection of the application.
- In case of a positive review, the BIB calculates the expected amount of the Erasmus+ flat rate and the approximate and non-binding amounts for daily and overnight fees. The simplified advance calculation of daily and overnight fees is based on the length of the stay abroad and the destination country (domestic fees and border crossing times are not taken into account in the advance calculation) and serves only as a guide for the applicants and their supervisors.
- The IRO informs the applicant about the positive review and sends the following documents to the applicant:
  - Information on applying for a business trip (Dienstreise)
  - Information on applying for an A1 certificate from the BVAEB
  - Document “Cost coverage by the sending unit in case of costs not covered by Erasmus funding” (see “Modalities in the 2025 Call – Cost coverage”)
- The applicant uploads all required application documents (Erasmus+ Mobility Agreement signed by the applicant and the host institution, approved business trip application, automated confirmation email from the BVAEB about the successful A1 application) and the document “Cost coverage by the sending unit in the event of costs not covered by Erasmus funding” to Mobility-Online at the latest 14 days before the start of the stay abroad.
- The IRO signs the Erasmus+ Mobility Agreement and issues the Erasmus+ Grant Agreement, which is then signed by both parties (applicant and IRO).
- Before the end of the stay abroad, the applicant will receive information on the required supporting documents (EU Survey, confirmation of stay) and on how to complete the business trip clearance (Dienstreiseabrechnung) by email via Mobility-Online.

## 7. Deadlines for application process

- **Online-Application:** Applications can be submitted at any time, but the online application via Mobility-Online should be received **no later than 1 month before** the start of the stay abroad.
- **Application documents:** The application documents (Erasmus+ Mobility Agreement signed by the applicant and the host institution, approved business trip application, automated confirmation email from the BVAEB regarding the successful A1 application, and cost

coverage by the sending unit in case of costs not covered by Erasmus funding) must be complete **14 days before the start** of the stay abroad.

- **Grant agreement:** The Erasmus+ Grant Agreement must be signed by both parties (applicant and Vetmeduni) **before the start** of the stay abroad. Costs incurred before it is fully signed cannot be reimbursed through Erasmus+ funding.

## 8. Clearance process

- The applicant submits the required supporting documents and the business trip clearance (Dienstreiseabrechnung) (signed by the unit) to the IRO by the end of the month following the end of the business trip.
- The IRO checks the submitted documents and the receipt of the EU Survey in the Beneficiary Module and forwards the accounting documents, including information on the amount of the Erasmus+ flat rate, to the payroll department.
- Payroll department processes the business trip reimbursement in accordance with the RGV. Reimbursable costs (accommodation, travel, daily allowance) up to the amount of the Erasmus+ flat rate are borne by the corresponding Erasmus+ internal contract; any additional costs are borne by the sending unit.
- Payroll department informs the IRO of the amount to be paid out and requests approval from the IRO.
- The business trip reimbursement will be paid out via the next possible salary payment.
- The payroll department forwards the expense report/travel expense report (simulation) to the IRO as proof of payment of the ERASMUS+ funding.