ANNEX 2 – APPLICABLE RULES TO ELIGIBLE COSTS

KEY ACTION 1: MOBILITY PROJECTS FOR YOUNG PEOPLE
DISCOVEREU – INCLUSION ACTION (KA155-YOU)

1. UNIT CONTRIBUTIONS

1.1 Travel Cost

Place of origin: the place where the sending organisation is located.

Sustainable means of transport: bike, bus, car-pooling, and train. The National Agency may accept other means of transport as sustainable based on established practice and on a case-by-case basis.

Travel unit contribution for sustainable means of transport (green travel) is eligible if sustainable means of transport have been used for the majority of the round trip (in terms of distance travelled).

Unit contribution per distance band: the amount paid for a return travel between the place of departure and the place of arrival.

Venue: the place where the receiving organisation is located. If a different place of origin or venue is reported, the beneficiary must provide the reason for this difference.

Travel time will not be considered when determining compliance with minimum eligible duration of mobility activities specified in the Programme Guide.

a) Calculation of the total unit contribution:

The total unit contribution for travel is calculated by multiplying the number of participants per distance band, by the unit contribution applicable to the distance band concerned and type of travel (green or non-green), as specified in Annex 3 of the Agreement.

For the establishment of the distance band applicable, the beneficiary must indicate the distance of a one-way travel using the on-line distance calculator available on the Commission's website at: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm.

The total unit contribution for travel support is calculated by the beneficiary in the Erasmus+ reporting and management tool based on the applicable unit contribution rates.

The travel pass contains the possibility to travel for 7 days within one month using the transport mode with the overall lowest greenhouse gas emissions. It equally includes the new DiscoverEU discount card. There is one pass per participant and per accompanying person, if applicable, using the same means of transport as the participant.

If the country of origin is not directly connected to the rail system on continental Europe and an additional travel by other means of transport is necessary to reach the country where the mobility (by train) starts, only this travel to reach continental Europe can be covered by the unit contribution.

b) Triggering event

The travel is eligible if the participant has actually undertaken the activity.

c) Supporting documents

The supporting document is a declaration signed by the participant and accompanying person (if applicable), specifying the name of the participant/accompanying person, the purpose of the activity, as well as its starting and end date. Alternatively, proof of attendance of the activity in the form of Youthpass specifying the participant's name and learning outcomes, the purpose of the activity, as well as it's starting and end date.

If the starting point of travel is different than the place of origin or the end point is different than the venue, the beneficiary must report the reason for this difference. In case no travel took place or the travel was funded from sources other than the Erasmus+ Programme, the beneficiary will indicate in their report that financial support for travel is not required.

1.2 Individual support

a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the number of days per participant and accompanying person up to a maximum of 21 days by the unit contribution applicable per participant per day.

Should the participant(s) travel longer than 21 days but within the 30 days of the validity of the travel pass, the additional days are not covered.

In case of an interruption during the stay, the period of the interruption will not be counted when calculating the individual support grant. In case of interruption due to *force majeure*, the participant must be allowed to resume and continue the activities after the interruption (within the conditions established in this Agreement).

In case of termination of the participant grant agreement by the participant due to *force majeure*, the participant must be entitled to receive the amount of the grant corresponding to the actual duration of the mobility period. Any remaining funds must be refunded to the beneficiary, except if agreed differently by both parties.

b) Triggering event:

The individual support is eligible if the participant has actually undertaken the activity for the specified period.

c) Supporting documents:

The supporting document is a declaration signed by the participant and by the sending organisation, specifying the name of the participant, the purpose of the activity, as well as its starting and end date. Alternatively, proof of attendance of the activity in the form of Youthpass specifying the name of the participant, the purpose of the activity, as well as its starting and end date.

d) Reporting:

Participants must use the standard on-line questionnaire provided by the European Commission (the participant report) to report on factual information and their appreciation of the mobility activity, its preparation and follow-up.

1.3 Organisational support

a) Calculation of the total unit contribution

The total unit contribution is calculated by multiplying the total number of participants in mobility activities by the unit contribution applicable, as specified in Annex 3 of the Agreement. Accompanying persons and persons taking part in preparatory visits are not considered to be participants of mobility activities and are therefore not considered for calculation of the organisational support.

b) Triggering event:

The organisational support is eligible only if the participant has actually undertaken the activity.

Supporting documents:

The supporting document is a declaration signed by the participant and by the sending organisation, specifying the name of the participant, the purpose of the activity, as well as its starting and end date. Alternatively, proof of attendance of the activity in the form of Youthpass specifying the name of the participant, the purpose of the activity, as well as its starting and end date.

c) Reporting:

Participants in the activities should report on their DiscoverEU travel via an on-line questionnaire providing their feedback on factual and qualitative elements of the activity period, as well as of its preparation and follow-up.

1.4 Inclusion support for organisations

a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the total number of participants with fewer opportunities in mobility activities by the unit contribution applicable, as specified in Annex 3 of the Agreement. Group leaders, accompanying persons and facilitators are not considered to be participants with fewer opportunities in mobility activities and are therefore not considered for calculation of the grant for inclusion support for organisations.

b) Triggering event:

The inclusion support for organisations is eligible if the participant has actually undertaken the activity and the participating organisation has organised the mobility for the participant.

c) Supporting documents:

The supporting document is a declaration signed by the sending organisation, specifying the name of the participant, the purpose of the activity, as well as its starting and end date.
Alternatively, proof of attendance of the activity in the form of Youthpass specifying the name of the participant, the purpose of the activity, as well as its starting and end date.

2. ACTUAL COSTS

2.1 Inclusion support for participants

a) Calculation of the grant amount:

The grant is a reimbursement of 100% of eligible costs actually incurred.

b) Eligible costs:

- Costs directly related to participants with fewer opportunities and their accompanying persons including group leaders and facilitators. If the person requests the reimbursement of travel and individual support under this budget category, no unit contribution can be requested for these categories for the same person.

Supporting documents:

Proof of payment of the related costs on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, the date of the invoice, and if relevant a

documentation signed by the receiving organisation specifying the confirmed start and end date of the stay of the accompanying person.

a) Reporting:

For each cost item in this budget category, the beneficiary must report the nature of costs and the real amount of costs incurred.

2.2 Exceptional costs

a) Calculation of the grant amount:

The grant is a reimbursement of 80% of the following eligible costs actually incurred with the exception of the cost related to visa, residence permits and vaccinations and medical certifications, which will be reimbursed at 100%.

b) Eligible costs:

(i) Costs relating to a pre-financing guarantee lodged by the beneficiary where such guarantee is required by the NA as set out in the Data Sheet (see Point 4).

(ii) Expensive travel cost: Cost of travel in the most economical and effective way if the unit contribution does not cover at least 70% of the costs of travel. The exceptional costs for expensive travel replace the travel support.

(iii) Visa and visa-related costs, residence permits and vaccinations and medical certifications.

(iv) Reservation costs in case it is not possible to travel without an obligatory seat reservation, in a country where it is applicable. These costs can be covered on top of the travel pass.

(v) Expensive travel costs for participants, including group leaders, accompanying persons and facilitators, due to geographical remoteness or other barriers (including the use of cleaner, lower carbon emission means of transport). Cost of travel in the most economical and effective way if the unit contribution does not cover at least 70% of the costs of travel. The beneficiary must submit a justified funding request for expensive travel costs as exceptional costs to the National Agency, who should approve it. If approved, the exceptional costs for expensive travel replace the non-green travel grant.

c) Supporting documents:

For the pre-financing guarantee: proof of the cost of the financial guarantee specifying the name and address of the issuing body, the amount and currency of the guarantee, the date of issuing the guarantee, and the signature of the legal representative of the body providing the guarantee.

For expensive travel costs: proof of payment and related proof of payment of the related costs on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, the date of the invoice and the travel route.

In addition: documentation justifying the need for this grant for the participant signed by the sending organisation specifying the name of the participant, the purpose of the activity, as well as its physical start and end date, documentation of the planned real costs and their approval by the NA.

For visa and visa-related costs, residence permits, vaccinations, medical certifications: proof of payment of the related costs on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.

For reservation costs: proof of payment of the related costs on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.