

## **Plan your travel - FAQ!**

Here you find answers to the most frequently asked questions about Erasmus+ mobility grants and how to book your trip.

Discuss with the head of your department if any uncertainties regarding which costs that will be covered by the department.

### **How much is the mobility grant?**

The grant consists of two pre-determined amounts; one part is per diem and one part travel grant that is paid to the department after the mobility. The per diem depends on the host country and the travel grant depends on the distance to the host country, so you can calculate exact grant amounts beforehand. Follow the links **Mobility grant amounts for Erasmus+** and **Distance Calculator** to see the amounts. The department covers all costs initially.

### **The grant does not cover my trip. What can I do?**

The Erasmus+ grant is meant to cover part of the costs of the mobility; it rarely covers all the costs. For this reason, it is important to have the Head of the department's approval before you apply for the grant, and discuss the amount that can be covered by your department.

### **How do I book my travel and accommodation?**

Book everything through MIUNs travel agency. Make your reservations as well ahead as possible, and request alternatives to compare prices. For example, sometimes it is best to fly to a nearby city and take a bus or train to the final destination.

### **Which account number do I use when approving/paying the invoices?**

Use your department account number (that you have agreed on with the Head of your department beforehand) for all costs, including travel, accommodation, and the expense report which you submit in Primula upon your return.

The department will be reimbursed with the grant amount when you have returned and submitted the required documents to the International Relations Office.

**For more information, contact:** maria.fredlund@miun.se or internationaloffice@miun.se