ANNEX 2 – ADDITIONAL INFORMATION RELATED TO THE ELIGIBILITY OF COSTS

1. UNIT CONTRIBUTIONS

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.

1.1 Travel *[Option for HE:* **Support]**[*Option for DiscoverEU Inclusion Action:* **Cost]**

[Option for HE KA131 - 'travel support opt-out': Unit contributions for travel are applicable for any staff mobility.

For student mobility, unit contributions for travel are applicable

(1) for any short-term physical student mobility,

(2) for any short-term and long-term physical student mobility to third countries not associated to the Programme of Regions 1-12,

[Option only for relevant NAs – FR, ES, PT, DK and NL NAs:

(3) for any short-term and long-term physical student mobility from sending institutions located in outermost regions and Overseas Countries and Territories to EU Member States and third countries associated to the Programme or to third countries not associated to the Programme from Regions 13 and 14.]

]

[Option for HE KA131 (if no travel support opt-out) and HE KA171: Unit contributions for travel are applicable for any staff and student mobility.]

]

a) Calculation of the total unit contribution:

The total unit contribution for travel support is calculated by multiplying the number of participants *[Option for VET, AE, SE, SPO:* and accompanying persons] *[Option for Youth:* accompanying persons, facilitators and group leaders] *[Option for YPA*: accompanying persons, decision makers and facilitators] 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.

[Option for Youth: In the case of itinerant activities, the total unit contribution is calculated by multiplying the number of participants per distance band corresponding to the total of sum of the distances between individual venues 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.

[Option for DiscoverEU Inclusion Action:

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 support is eligible if the participant has actually undertaken the activity.

c) Supporting documents

The supporting document is

[Option for Youth: a declaration signed by the participant including trainers, facilitators, group leaders and decision makers and accompanying person, by the receiving organisations, and specifying the name of the participant/accompanying person, the purpose of the activity, as well as its starting and end date.]

[Option for DiscoverEU Inclusion Action: 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.]

[Option for VET/SE/AE:

for individual activities:

- Europass Mobility or another document specifying the participant's achieved learning outcomes, as well as the start and end date of the activity.

If accompanying persons were involved, their names and period of stay must be included in the same document or a separate certificate must be issued.

The supporting documents must be signed by the hosting or sending organisation.

[Option for VET/SE/AE: For invited experts, the list of learning outcomes will be replaced with a learning programme provided by the expert and signed by the inviting organisation and the invited expert.]

[Only if required by the NA: Additionally, a signed grant agreement between the beneficiary and the participant will be required as supporting documentation for the following activity types: [NA to complete]]]

[Option for VET/SE/AE:

For group activities:

- a list of participants and accompanying persons and the implemented learning programme specifying the start and end date of the activity, the schedule of the activities and the methods used.

The supporting documents must be signed by the sending and hosting organisation.

For activities organised at a seat of an institution of the European Union, the supporting documents must be signed by the two sending organisations.]

[Option for SPO: The supporting document is a declaration signed by the receiving organisation and specifying the name of the participant, the purpose of the activity, as well as its confirmed starting and end date of the physical mobility activity.

If accompanying persons were involved, their names and duration of stay must be included in the same document.]

[Option for HE:

For staff: a declaration signed by the receiving organisation, covering also the virtual components in case of blended mobility, and specifying the name of the participant, the purpose of the activity, as well as its confirmed starting and end date of the physical mobility activity.

For students: Documentary evidence issued by the receiving organisation, covering also the virtual components in case of blended mobility, and specifying:

- the name of the student,
- the confirmed start and end date of the physical mobility activity

In the following format:

- Transcript of Records (or statement (Certificate of Attendance) attached to it) in the case of mobility for studies

- Traineeship Certificate (or statement (Certificate of Attendance) attached to it) in the case of mobility for traineeships.]

In addition to the supporting documents mentioned above, in case of use of sustainable means of transport (green travel): a declaration on honour signed by the person receiving the travel grant will serve as supporting documentation. *[Option for VET/SE/AE:* In group activities, the declaration for the travel of the group will be signed by the sending organisation.]]

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 EU 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:

[Option for AE, SE, VET, Youth, SPO: The total unit contribution is calculated by multiplying the number of days per participant and accompanying person *[Option for Youth:* including decision

makers, group leaders, trainers and facilitators] by the unit contribution applicable per day for the receiving country concerned, as specified in Annex 3 of the Agreement. Travel days may be added if relevant for a specific activity.]

[Option for DiscoverEU Inclusion Action: 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.]

[Option for HE: The total unit contribution is calculated by multiplying the number of days/months of physical presence per student by the unit contribution applicable per day/month for the receiving country concerned as specified in Annex 3 of the Agreement. Funded travel days may be added if relevant for a specific activity, as specified in Annex 3.

In the case of an incomplete month for long-term mobilities, the total unit contribution is calculated by multiplying the number of days in the incomplete month by 1/30 of the unit contribution per month including the top-up amounts.

Students and recent graduates with fewer opportunities participating in mobility must receive a top-up amount for fewer opportunities for individual support when they fulfil the eligibility criteria set at national level.

[Option for HE KA131 student mobility: In the case of higher education long-term student mobility for traineeships between EU Member States and third countries associated to the Programme and to third countries not associated to the Programme from Region 13 and 14, the student and recent graduate must receive a monthly top-up amount for traineeships for individual support.

The top-up amounts for traineeships and fewer opportunities are cumulative for long-term student mobility between EU Member States and third countries associated to the Programme, and to third countries not associated to the Programme from Region 13 and 14.]

Start and end dates used for calculation of the individual support will be counted as follows:

- The start date should be the first day that the student needs to be physically present at the receiving organisation (first course/first day at work/first day of welcoming event or language and intercultural courses).

- The end date should be the last day the student needs to be physically present at the receiving organisation (last day of the exam period/course/work/mandatory sitting period).

For staff: the total unit contribution is calculated by multiplying the number of physical presence of days per participant by the unit contribution applicable per day for the receiving country concerned as specified in Annex 3 of the Agreement. Funded travel days may be added if relevant for a specific activity as specified in Annex 3.

[Option for HE KA131: In case of "partial zero-grant mobility", participants have to receive individual support for the minimum physical mobility duration, with the exception of the fully non-funded mobility ("zero grant mobility").]

Changes in the period of stay for students and staff:

If the **expected period of stay is longer than the one indicated in the grant agreement**, the beneficiary may:

- Amend the grant agreement during the mobility period to take into account the longer duration, provided that the remaining grant amount allows it, or

- Agree with the participant during the mobility period that the additional number of days will be considered as a period of "zero-grant" (non-funded duration).

The grant amount cannot be increased after the mobility is finished.

If the **confirmed period of stay is longer than the one indicated in the grant agreement**, the additional days are to be considered a period of "zero-grant".

For **long-term student mobility**: Without prejudice of the respect of the minimum eligible duration, if the **confirmed period of stay is shorter than the one indicated in the grant agreement**, the beneficiary will act as follows:

- If the difference between the confirmed period and the one indicated in the grant agreement is more than 5 days, the beneficiary must update this in the Erasmus+ reporting and management tool by indicating the confirmed period (i.e. the start date and end dates notified in the Transcript of Records or Traineeship Certificate) and the grant will be recalculated.

- On the contrary, if the difference is 5 days or less, the beneficiary must maintain in the Erasmus+ reporting and management tool the period indicated in the grant agreement (i.e. the grant is not recalculated).]

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 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:

[Option for VET/SE/AE: The same supporting documents as required for non-green travel (see section 1.1.c).]

[Option for Youth except DiscoverEU Inclusion Action: The supporting document is a declaration signed by the participant and by the receiving organisation specifying the name of the participant, the purpose of the activity, as well as its starting and end date.]

[Option for DiscoverEU Inclusion Action: 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.]

[Option for SPO:

The supporting document is a declaration signed by the receiving organisation and specifying the name of the participant, the purpose of the activity, as well as its confirmed starting and end date of the physical mobility activity.

[Option for HE:

The same supporting documents as required for non-green travel (see section 1.1.c)

For blended mobility and for the participation in blended intensive programmes: the regular documents as specified in section 1.1.c have to be used.

For the top-up amount for fewer opportunities: Proof of meeting one national criterion (e.g. a self-declaration if allowed as supporting document as part of the national criteria)].

d) Reporting:

[Option for ALL except Youth Exchanges: Participants] *[Option for Youth Exchanges:* Group leaders in mobility activities] *[Option for YPA:* Participants except de-selected by the beneficiary due to the limited scope/length of their participation in mobility activities] 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.

[Option for YPA: Members of the informal group implementing the project will fill in an online questionnaire regardless of whether they participated in a mobility activity or not. Insofar as the members of the informal group participated in one or several mobility activities, the on-line questionnaire filled by each of them will cover the entire project, i.e. they will not fill in separate questionnaires for each mobility activity.]

[Option for SE/AE/VET: Invited experts will not be asked to submit a participant report.]

[Option for SE/AE/VET: Participant reports for group mobility activities will be completed by the lead accompanying person on behalf of the entire group.]

1.3 Organisational support

a) Calculation of the total unit contribution

[Option for VET, AE, SE, Youth, SPO (with the exception of YPA): 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 *[Option for Youth:* group leaders, trainers, facilitators] 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.]

[Option for HE: The total unit contribution is calculated by multiplying the total number of mobility activities by the unit contributions applicable as specified in Annex 3 of the Agreement.

[Option for HE KA131: The total number of mobility activities considered for the calculation of organisational support includes all students and staff mobilities funded in the project, including those with a zero-grant from Erasmus+ EU funds for their entire mobility period , as well as invited staff from enterprises. The total number of persons considered for organisational support excludes persons accompanying participants at their activity.

For a blended intensive programme, the total unit contribution is calculated by multiplying the total number of participants (mobile learners) in the blended intensive programme, incoming through student study or staff training mobility activities, by the unit contribution applicable as specified in Annex 3 of the Agreement.]

[Option for HE KA171: The total number of participants considered for the calculation of organisational support is the awarded number of students and staff undertaking inbound and

outbound mobility, with the possibility to increase this number with additional funded mobilities or those with a zero-grant from Erasmus+ EU funds upon agreement with the National Agency. The total number of persons considered for organisational support excludes persons accompanying participants at their activity and additional mobilities that may be organised by transferring funds between budget categories.]

b) Triggering event:

The organisational support is eligible only if the participant has actually undertaken the activity. *[Option for HE KA131:* In the case of blended intensive programmes, the unit contribution is paid if the activity has taken place and been validated by the NA.]

c) Supporting documents:

[Option for VET/SE/AE: The same supporting documents as required for travel support (see section 1.1.c)]

[Option for SPO: The supporting document is a declaration signed by the receiving organisation and specifying the name of the participant, the purpose of the activity, as well as its confirmed starting and end date of the physical mobility activity.]

[Option for HE: The same supporting documents as required for individual support *[Option for HE KA131:* including in the case of blended intensive programmes.]

[Option for Youth: The supporting document is a declaration signed by the participant and by the receiving organisation, specifying the name of the participant, the purpose of the activity, as well as its starting and end date.]

[Option for DiscoverEU Inclusion Action: The supporting document is a declaration signed by the participant, 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 participant's name and the purpose of the activity, as well as it's starting and end date.]

d) Reporting:

[Option for HE:

The beneficiary must report on the actual number of participants in mobility activities.

If at the final report stage, the reported total number of mobilities implemented is lower by 10% or less than the number of mobilities in Annex 1 of the Agreement, the organisational support must not be reduced.

If at the final report stage, the reported total number of mobilities implemented is higher than the number in Annex 1 of the Agreement, the organisational support will be limited to the maximum amount in Annex 1 of the Agreement.

[Option for HE KA131: For blended intensive programmes, if at the final report stage, the reported total number of learner mobilities implemented is lower by 10% or less of mobilities in Annex 1 of the Agreement, the blended intensive programme organisational support must not be reduced.

If at final report stage, the reported total number of mobilities implemented is higher than the number in Annex 1 of the Agreement, the blended intensive programme organisational support will be limited to the maximum amount in Annex 1 of the Agreement.]

[Option for Youth Exchanges and Youth Workers: The coordinator must report on all mobilities realised under the project, including the ones from the host country.

[Option for Youth Workers: Participants in the activities should report on the activities 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.]

[Option for Youth Exchanges: Group leaders in the activities should report on the activities 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.]

[Option for DiscoverEU Inclusion Action: 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, 1.5 and 1.6 - option for Youth Participation Activities:

1.4 Project management costs

a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the number of months per project by the unit contribution applicable as specified in Annex 3 of the Agreement.

b) Triggering event:

The project management costs are eligible if the participant has actually undertaken the activity for the specified period.

c) Supporting documents:

The supporting document is a description of the undertaken activities in the final report, including a timetable of each of the mobility activities and events implemented.

d) Reporting:

The beneficiary must report on the Youth participation activities project (for informal groups of young people: coordinator on behalf of the informal group of young people) and provide information on the implemented project activities in the final report.

Members of informal group(s) of young people implementing the project must report via an on-line questionnaire providing their feedback on their participation in the project.

1.5 Coaching costs

a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the working days of the coach by the unit contribution applicable for the country concerned as specified in Annex 3 of the Agreement. A cap limiting the amount awarded for coaching costs will be set at maximum 12 days per project.

b) Triggering event:

The coaching costs are eligible if the beneficiary has used the services of a coach/several coaches.

c) Supporting documents:

Proof of involvement of the coach in the project will be provided in the form of a description of the undertaken activities in the final report.

Proof of the time spent on the project by the coach will be provided in the form of a time sheet including the name of the coach, the dates and the total number of days of work of the coach for the project, duly signed by the coach and the legal representative of the beneficiary.

d) Reporting:

The beneficiary must report on the role/involvement of the coach in the project, and include information on the number of days of coaching received, in the final report.

1.6 Additional funding for physical events in YPA projects (youth participation events support)

a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the total number of participants in physical project events by the unit contribution applicable as specified in Annex 3 of the Agreement. The total number of participants considered for the calculation of Youth Participation events support includes the number of participants physically present during the events, with the exception of

staff of the participating organisation(s)/ members of the informal group(s) of young people and facilitators (but including decision makers, if relevant).

b) Triggering event:

The youth participation support is eligible if the participant has physically attended the activity.

c) Supporting documents:

The supporting document is a declaration signed by the participants and receiving organisation, specifying the name of the participant, the purpose of the activity, as well as its starting and end date.

Detailed agenda of the event and any documents used or distributed during the event.

d) Reporting:

The beneficiary must report on the implementation of the activity, results, venue and numbers of local and (if relevant) international participants in the Youth Participation Event(s).]

1.7 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 *[Option for HE:* inclusion support] *[All but HE:* fewer opportunities] in mobility activities by the unit contribution applicable, as specified in Annex 3 of the Agreement. *[Option for DiscoverEU Inclusion Action:* group leaders, accompanying persons, 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 *[Option for HE:* and received inclusion support for participants], *[Option for Youth:* and the participating organisation has organised the mobility for the participant].

c) Supporting documents:

The supporting document is
[Option for Youth except DiscoverEU Inclusion Action: a declaration signed by the receiving organisation specifying the name of the participant and the purpose of the activity.

[Option DiscoverEU Inclusion Action: a declaration signed by the sending organisation specifying the name of the participant, the purpose of the activity. Alternatively, proof of attendance of the

activity in the form of Youthpass specifying the participant's name and the purpose of the activity, as well as it's starting and end date.]

[Option for HE: a declaration signed by the receiving organisation and by the participant specifying the name of the participant, the purpose of the activity, as well as its starting and end date and any document proving the payment of the inclusion support for participants, as specified in section 2.1 of this Annex.

[Option for VET/SE/AE/: The same supporting documents as required for travel support (see section 1.1.c).]

[Option for SPO: a declaration signed by the receiving organisation and by the participant specifying the name of the participant, the purpose of the activity, as well as its starting and end date of the activity.

[Option for VET/SE/AE/Youth/SPO: In addition: documentation specified by the National Agency as admissible proof that the participant belongs to one of the categories of fewer opportunities listed in the Programme Guide.]

[1.8. Option for SE/VET/AE/SPO:

1.8 Linguistic support

a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the total number of participants receiving linguistic support by the unit contribution as specified in Annex 3 of the Agreement.

Participants that have used Online Language Support (OLS) courses will be excluded from this calculation. If the result of OLS assessment shows that a participant's level in required language is not covered by OLS, this result will be considered as sufficient justification to claim the linguistic support unit contribution, as specified by the Programme Guide.

Learners in long-term mobility will receive further linguistic support equivalent to the same unit contribution as specified in Annex 3 of the Agreement.

b) Triggering event:

The unit contribution is eligible if the participant has actually received language learning support.

c) Supporting documents:

The supporting document is a declaration or certificate signed by the course provider, specifying the name of the participant, the language taught, the format and duration of the provided courses, or in case the linguistic training is provided by the sending or receiving organisation: a declaration

signed and dated by the organisation providing the training, specifying the name of the participant, the language taught, the format and duration of the linguistic training provided.]

d) Reporting:

The beneficiary must report on participants that have used linguistic support grants and OLS.

[1.9 Option for SE/VET/AE

1.9 Course fees

a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the total number of days per course or training by the unit contribution applicable as specified in Annex 3 of the Agreement. Only the days during which the learning activity actually takes place are considered for the calculation of the grant support for course fees.

b) Triggering event:

The unit contribution for course fees is eligible if the participant has actually participated in a course or training requiring payment of a course fee.

c) Supporting documents:

The supporting document is an invoice or other declaration issued and signed by the course or training provider specifying the name of the participant, the name of the course or training taken, as well as the start and end date of the participant's participation].

[1.10. Option for SE/VET/AE, Youth, SPO (with the exception of YPA and DiscoverEU inclusion action):

1.10 Preparatory visits

a) Calculation of the total unit contribution:

The total unit contribution is calculated by multiplying the total number of persons participating in preparatory visits by the unit contribution applicable, as specified in Annex 3 of the Agreement.

b) Triggering event:

The unit contribution for preparatory visit is eligible if the participant has actually undertaken the preparatory visit.

c) Supporting documents:

The supporting document is a completed agenda, including the names of the visiting persons, and signed by the visiting persons and the hosting organisation.

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:

[Option for SE/VET/AE/Youth/SPO: costs directly related to participants with fewer opportunities and their accompanying persons *[Option for YPA:* facilitators and decision makers] *[Option for DiscoverEU Inclusion Action:* including group leaders and facilitators]. If the participant requests the reimbursement of travel and individual support under this budget category, no unit contribution can be requested for these categories for the same participant.]

[Option for HE: additional costs directly related to participants with fewer opportunities and their accompanying persons.. In particular these costs aim at covering the extra financial support required for participants with physical, mental or health related conditions to allow their participation in the mobility as well as in preparatory visits.

Funding for accompanying persons for the first 60 days is based on the unit costs for staff mobility (travel support, individual support).]

[Option for HE KA131: In the same way as for the participant, if travel support unit costs do not cover at least 70% of the real travel costs of the accompanying person, the rules for exceptional costs for expensive travel may be applied.

If the stay abroad is longer than 60 days, the budget category "Inclusion support for participants" will be calculated based on real costs for subsistence beyond the 60th day.

Once the participants have been selected, funds for inclusion support for participants may be made available in two ways. The beneficiary may either submit a funding request to the NA or do a budget transfer according to Annex 5 of the Agreement.]

d) Supporting documents:

[Option for HE: Documentation justifying the need for inclusion support for the participant signed by the receiving or sending organisation specifying the name of the participant, the purpose of the activity, as well as its start and end date, documentation of the planned real costs and their approval

by the NA, and] 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.

e) 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 *[Option for Youth, SE/AE/VET/SPO:* 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) *[Option for all except HE KA171:* 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. *[Option for HE KA131 travel support opt-out:* This funding can only be awarded to students and to staff if they are eligible for the unit contribution for travel support.] The exceptional costs for expensive travel replace the travel support. *[Option for HE KA131:* Once the participants have been selected, the beneficiary may either submit a funding request for expensive travel costs as exceptional costs to the NA or cover them by doing a budget transfer according to Annex 5 of the Agreement.]]

(iii) *[Option for SE/VET/AE/SPO/Youth:* Visa and visa-related costs, residence permits and vaccinations and medical certifications.]

[Option for DiscoverEU Inclusion Action:

(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:

Proof of the cost of the financial guarantee issued by the body providing the guarantee to the beneficiary, specifying the name and address of the body issuing the financial guarantee, the amount and currency of the cost of the guarantee, and providing the date and signature of the legal representative of the body issuing the guarantee.

[Option for all except HE KA171: In the case of expensive travel costs: *[Option for HE KA131:* documentation justifying the need for this grant for the participant signed by the receiving or sending organisation] *[Option for DiscoverEU Inclusion Action:* 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 start and end date, documentation of the planned real costs and their approval by the NA, and] 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.]

[Option for Youth and SE/VET/AE/SPO: In the case of travel costs related to visa, residence permits and vaccinations and 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.]

[Option for DiscoverEU Inclusion Action: In case of 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.]

[Option for Key Action 1 – Youth Workers Mobility:

2.3 System Development and Outreach Activities

a) Calculation of the grant amount:

The grant is a reimbursement of 80% of the eligible costs actually incurred for costs directly linked to the implementation of the complementary activities and including a flat-rate amount for indirect costs not exceeding 7% of the eligible direct costs of the complementary activities.

b) Eligible costs:

Direct and indirect costs (See Article 6.1 of the grant agreement)

c) Supporting documents:

Proof of payment of the related costs on the basis of invoices of the actual costs incurred, specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.

d) Reporting:

The beneficiary must report the type of direct costs and the real amount of costs incurred.]