ANNEX 2 – applicable rules to eligible costs

# 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.

**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 Support

a) Calculation of the total unit contribution:

*[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 (standard or sustainable means), 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 (standard or sustainable means), 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.]

1. Triggering event

The travel support is paid only if the participant has actually undertaken the activity.

1. Supporting documents

*[Option for Youth:* Proof of attendance of the activity in the form of 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:* Proof of attendance of the activity in the form of 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. Once the Youthpass is made available for DiscoverEU: 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.]

Additionally, a signed grant agreement between the beneficiary and the participant will be required as supporting documentation.

If a 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

1. Calculation of the total unit contribution:

*[Option for 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.]

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.

1. Triggering event:

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

1. Supporting documents:

*[Option for Youth except DiscoverEU Inclusion Action:* Proof of attendance of the activity in the form of 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:* Proof of attendance of the activity in the form of a declaration signed by the participant and by the sending organisation, specifying the name of the

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.]

## 1.3 Organisational support

1. 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.]

1. Triggering event:

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

1. Supporting documents:

*[Option for Youth:* Proof of attendance of the activity in the form of 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:* Proof of attendance of the activity in the form of 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.]

1. Reporting:

*[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

1. 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.

1. Triggering event:

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

1. Supporting documents:

Proof of project implementation will be provided in the form of a description of the undertaken activities in the final report, including a timetable of each of the mobility activities and events implemented.

1. 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

1. 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.

1. Triggering event:

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

1. 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.

1. 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)

1. 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).

1. Triggering event:

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

1. Supporting documents:

Proof of attendance of the activity in the form of 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.

1. 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

1. 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. *[Option for DiscoverEU Inclusion Action:* group leaders, accompanying persons, facilitators are not considered to be participants of mobility activities and are therefore not considered for calculation of the grant for inclusion support for organisations].

1. Triggering event:

The inclusion support for organisation is paid only if the participant has actually undertaken the activity *[Option for Youth:* and the participating organisation has organised the mobility for the participant].

1. Supporting documents:

*[Option for Youth except Discover EU Inclusion Action:* Proof of attendance of the activity in the form of a declaration signed by the sending and the receiving organisation specifying the name of the participant and the purpose of the activity.

*[Option Discover EU Inclusion Action:* Proof of attendance of the activity in the form of a declaration signed by the sending organisation specifying the name of the participant, the purpose of the activity.

*[Option for VET/SE/AE/Youth:* 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.]

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

## 1.10 Preparatory visits

1. 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.

1. Triggering event:

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

1. Supporting documents:

Proof of attendance of the preparatory visit in the form of a completed agenda, including the names of the visiting persons, and signed by the visiting persons and the hosting organisation.

# Actual costs

## 2.1 Inclusion support for participants

1. 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]. 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.]

1. Reporting:

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

## Exceptional costs

1. 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%.]

1. Eligible costs:
2. 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).
3. *[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.
4. *[Option for Youth and SE/VET/AE/SPO:* Visa and visa-related costs, residence permits and vaccinations and medical certifications.]
5. *[Option for DiscoverEU Inclusion Action:* Visa and visa-related costs, residence permits, vaccinations, medical certifications. Reservation costs if not possible to travel without an obligatory seat reservation.
6. 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.
7. Expensive travel costs for participants, including group leaders, accompanying persons and facilitators including the use of cleaner, lower carbon emission means of transport.]
8. 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 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 Key Action 1 – Youth Workers Mobility:*

## System Development and Outreach Activities

1. 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.

1. Eligible costs:

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

1. 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.

1. Reporting:

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