

Erasmus+ travel allowance

University employees who take part in an Erasmus+ mobility will receive a travel allowance for their trip according to the single distance from Berlin to the host location, calculated by the [distance calculator of the EU Commission](#).

For stays from October 2022 onwards (except for stays to the UK, which are only possible until May 2023), there will be additional financial support if sustainable means of transport are used. Environmentally friendly **travel using sustainable, low-emission means of transport** such as bus, train and carpooling will be supported in the Erasmus+ program in the form of the green travel grant. Travel by ship cannot be considered sustainable. Travel by e-car only if it were used in a carpool. The "Green Travel" criteria are met if low-emission means of transport are used for the majority of the trip.

Distance	How much?	How much for <i>green travel</i>?
<i>Single Distance (according to Distance Calculator of the EU KOM)</i>	<i>Amount (outward and return journey)</i>	<i>Amount (outward and return journey)</i>
10 and 99 KM	23 EUR	-
100 and 499 KM	180 EUR	210 EUR
500 and 1999 KM	275 EUR	320 EUR
2000 and 2999 KM	360 EUR	410 EUR
3000 and 3999 KM	530 EUR	610 EUR
4000 and 7999 KM	820 EUR	-
8000 KM or more	1500 EUR	-

Additional support days as part of individual support

Support days for standard travel

University employees undertaking Erasmus+ mobility are eligible for **up to 2 travel days** for arrival/departure to the host location. These are added to the mobility period (period of active participation in the program of the host institution) as individual support as daily rates and are paid in addition to the travel grant. In order to claim 2 travel days, you must arrive at the host site no later than the day before the start of the mobility and can depart from the host site no earlier than the day after the completion of the mobility.

Support days for sustainable travel

University employees who choose to travel sustainably will receive **additional** individual support for travel days, if applicable, of **up to 4 days** for round-trip travel. Thus, they can use a maximum of six additional days of individual travel support: two for standard travel plus four for Green Travel. Please note, however, that the need for additional travel days must be justified by you. To do this, submit your proof of transportation to us as you prepare for your stay.

Funding days in connection with vacations

If you combine the Erasmus+ funded trip with a vacation longer than 1 week (7 days incl. weekend), only 1 travel day will be funded for standard travel; for sustainable travel only up to a maximum of 3 travel days. For vacations longer than 2 weeks (14 days including weekends), no additional travel days will be granted. It does not matter if the leave is before or after official business or both. The added vacation days in connection with the official business are counted.

In both cases, however, the corresponding travel allowance is still granted.

In order to **calculate the travel allowance and the additional funding days**, please submit this document to us together with your application documents. You will submit the evidence for your trip (flight/bus/train ticket or other evidence as agreed) in the course of the preparation of your stay.

Last Name:		First Name:	
Teaching:	<input type="checkbox"/>	Training:	<input type="checkbox"/>
Mobility Period: from		to:	
Host University/ Institution:			
Host Country:			

Additional funding days for Erasmus+ trip

Option 1: Standard Travel

Additional travel day needed for arrival (Arrival no later than the day before the start of mobility)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Additional travel day needed for departure (Departure no later than the day after the end of mobility)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Combination of the trip with vacation longer than 1 week (then only 1 additional travel day is granted)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Combination of the trip with vacation longer than 2 weeks (then no additional travel day is granted)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Option 2: Sustainable travel (green travel).

I hereby declare on my honor that I will use low-emission, sustainable means of transportation. I will submit the above evidence after booking accordingly. If my travel plans change, I will inform the Erasmus+ Staff Mobility Team immediately.

Outward journey

Means of transport of the outward journey:			
Outward journey period	from	(dd/mm/yyyy)	to (dd/mm/yyyy)

Return journey

Means of transport of the return journey:			
Return journey period	from	(dd/mm/yyyy)	to (dd/mm/yyyy)

Name:

For Freie Universität Berlin

Date, Signature

Stefanie Ritter
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