Financing the Initiative

Erasmus+ KA131 Funding   **Unit-Cost Calculations**

Short-Term Mobilities

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Agenda

KA131 Funding Rules Update

Beneficiary Module: Short-Term Mobilities

Today's Topics

01

Foundation

- **5 Mobility Types**
- **Unit-Cost System**
- **Distance Bands & Rates**

02

Real Examples

- **7 Case Studies**
- **Cost Breakdowns**
- **Comparison Analysis**

03

Practical Implementation

- **Beneficiary Module Setup**
- **Common Mistakes**
- **Green Travel & Inclusion**

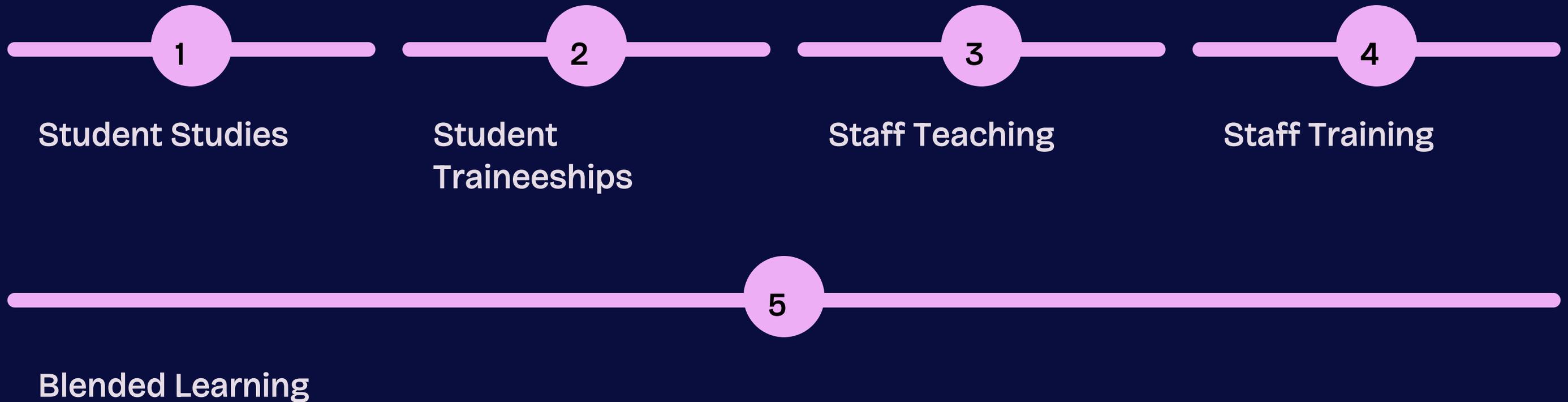**04**

Advanced Topics

- **Budget Flexibility**
- **Quality Assurance**
- **Risk Management**
- **Sustainability**

05

Q&A & Action Items

- Questions
- Next Steps
- Resources

Mobility Types Funded Under KA131

1 Student Studies

2 Student Traineeships

3 Staff Teaching

4 Staff Training

5 Blended Learning

How Mobilities Are Funded

KA131: Unit-cost grants streamline funding.

Individual Support

Living costs.

Travel Support

Distance-based rates.

Organisational Support

HEI admin.

Inclusion Support

Removing barriers.

Exceptional Costs

Visas, medical.

Travel Support — Distance Bands

Distance (km)	Non-Green (€)	Green (€)
10–99 km	28	56
100–499 km	211	285
500–1,999 km	309	417
2,000–2,999 km	395	535
3,000–3,999 km	580	785
4,000–7,999 km	1,188	1,188
8,000+ km	1,735	1,735

Individual Support Rules

Days 1–14	Days 15–30
Full daily rate	**70% of daily rate**

These rates reflect the 2026 Erasmus+ (HED - Higher Education) travel support. Green travel rates are generally higher to incentivize sustainable transport.

Key Practical Points for Implementation

- **Automated Calculations**

- **Green Travel**

- **International Cap**

- **Templates & Contracts**

Short-Term Mobilities & Financing

Overview

Duration: 5–30 days

Target: Students & recent graduates

Purpose: Study, traineeship, blended

EU Grant Covers

Travel support

Daily allowance

Inclusion support

Short-Term Study Mobility

Oslo to Zaragoza Exchange
Activity Overview

Duration
15 days (Sept 2026)

Participants
8 Bachelor students

Host
Academia Militar, Zaragoza

Credits
6 ECTS

Financing Details

€395
Travel Grant / Participant

€1,161.30
Individual Support / Participant

€1,556.30
Total Grant / Participant

€12,450.40
Grand Total

Key Documents

- Learning Agreement
- Attendance Certificate
- Transcript of Records
- Proof of Travel

Student Traineeship Mobility

Activity Overview

Duration

20 Days (Oct 2026)

Participants

5 Master Students

Host

GreenTech Solutions (Berlin)

Focus

Renewable Energy

Grant Totals

Per Participant
€1,746.80

Grand Total
€8,734

Required Documents

- Traineeship Agreement
- Attendance Certificate
- Traineeship Report
- Proof of Travel

Staff Teaching Mobility: Italy

Key Details

- **Duration:** 10 Days (Nov 15–24, 2026)
- **Participants:** 3 Computer Science Lecturers
- **Host:** Italian Naval Academy, Livorno

Grant Totals

€2,295

Per Participant

€6,885

Total Grant

Essential Documents

- Mobility Agreement
- Teaching Schedule
- Attendance Certificate

Staff Training Mobility: Amsterdam
Overview

Duration: 8 days

Participants: 2 Admin Staff

Host: EUF, Amsterdam

Focus: EU funding & financial management

Grant Summary

Travel: €309/participant

Individual Support: €1,520/participant

Total per Participant: €1,829

Total Grant: €3,658

Required Documents

- Mobility Agreement
- Training Programme
- Attendance Certificate
- Proof of travel

Example 5: Blended Intensive Programme (BIP) Mobility

Virtual + 7-day physical phase in Wiener Neustadt

Activity Overview
Duration: 4 weeks online, 7 days physical
Participants: 12 students

Host: Theresan Military Academy in Wiener Neustadt, Austria
Topic: European Integration
ECTS: 5 Credits

Grant Summary
Total per participant: €862
Total for 12 participants: €10,344

Key Features

Online Prep 4 weeks	
In-person 7 days	
Joint Assessment Credits recognized	
Cost-Effective Multi-institutional	

Required Documents
BIP Agreement
Online Learning Records
Attendance Certificate

Completion Certificate
Proof of travel

International Mobility: South Korea
Student exchange to Seoul

Activity Overview
- **Duration:** 25 days
- **Participants:** 3 Master students (Engineering)
- **Host:** Korea Military Academy
- **Credits:** 8 ECTS
- **Funding:** KA131 International (20% budget limit)

Beneficiary Module Extract

Item	Amount per Participant	Total (3 Pax)
Travel Grant	€1,735	€5,205
Individual Support	€1,714.30	€5,142.90
Total per participant	**€3,449.30**	**€10,347.90**

Important Notes

KA131 Allocation

Higher Daily Rates

Visa Costs Eligible

Formal Partnership

Required Documents
- Learning Agreement
- Attendance Certificate
- Transcript of Records
- Visa & Travel Proof

Budget, Quality & Implementation

Budget Considerations for Military Mobilities

Standard Costs
- Travel Grants (distance-based)
- Individual Support (daily rates)
- Organizational Support

Additional Costs
- Visa fees (eligible)
- Exceptional travel costs
- Special needs support
- Preparation costs

Quality Assurance in Military Context

1 CSDP-Specific Competency
Ensuring the mobility addresses specific Common Security and Defence Policy objectives.

2 Learning Outcomes Assessment
Rigorous evaluation of how the mobility contributes to participant's professional development.

3 Participant Feedback
Collecting structured feedback to improve future EMILYO activities.

4 Institutional Impact
Measuring the broader impact on the sending and hosting military institutions.

Common EMILYO Challenges & Solutions

01
Curriculum Mapping
Align learning outcomes with host institution's offerings.

02
Funding Restrictions
Utilize KA131 flexibility and explore co-funding.

03
Logistics & Travel
Early planning and dedicated mobility coordinators.

04
Language Barriers
Pre-mobility language training or host institution support.

Beneficiary Module: Setting Up Blended Mobilities

Step-by-step guide for short-term blended study and traineeship mobilities

01

1. Select Activity Type

Choose "Short-term student mobility – Blended Intensive Programme".
Sub-type: "Blended Study" OR "Blended Traineeship".

02

2. Define Duration & Dates

- **Online Phase:** 4 weeks (28 days) – DO NOT count for individual support.
- **Physical Phase:** 5–30 days – ONLY this counts for individual support.

Separate online and physical phases clearly.

03

3. Distance & Travel Grant

- Calculate distance to physical host location.
- Travel grant covers ONLY the physical phase.

04

4. Individual Support

CRITICAL: ONLY count PHYSICAL phase days for individual support.
- Example: 7 days physical × €79 = €553.

05

5. ECTS Credits

Blended mobilities MUST award at least 3 ECTS credits.

ECTS awarded for BOTH online and physical components combined.

06

6. Learning Agreement

- Include online & physical phases, combined outcomes, ECTS.
- Student, Home, Host signatures required.

MUST be signed BEFORE mobility begins.

07

7. Virtual Component Documentation

- Online Learning Platform: Name, access, materials.
- Attendance Tracking: Digital records, participation.
- Assessment: Online quizzes, assignments.

Save ALL digital evidence of online participation.

08

8. Inclusion Support

- **Inclusion Support:** €250–€1,500 (if applicable).

09

9. Budget Summary & Validation

- Verify total cost per participant
- Check online days NOT in individual support.
- Confirm ECTS.

10

10. Common Mistakes to Avoid

- ❌ Counting online days for individual support.
- ❌ Forgetting "Blended" activity type.
- ❌ Not specifying ECTS credits.
- ❌ Missing virtual documentation.
- ❌ Calculating travel for online phase.
- ❌ Not signing Learning Agreement early.

11

11. Post-Mobility Documentation

- Signed Learning Agreement.
- Online Completion Certificate, attendance records
- Physical Attendance Certificate, ToR.
- Participant feedback, proof of travel.

Mark "Completed" only after ALL documentation attached.

12

12. Validation & Submission

- Verify all fields, separation of phases, ECTS, documents.
- Status: Created → Approved → Completed → Validated.
- Submit to National Agency.
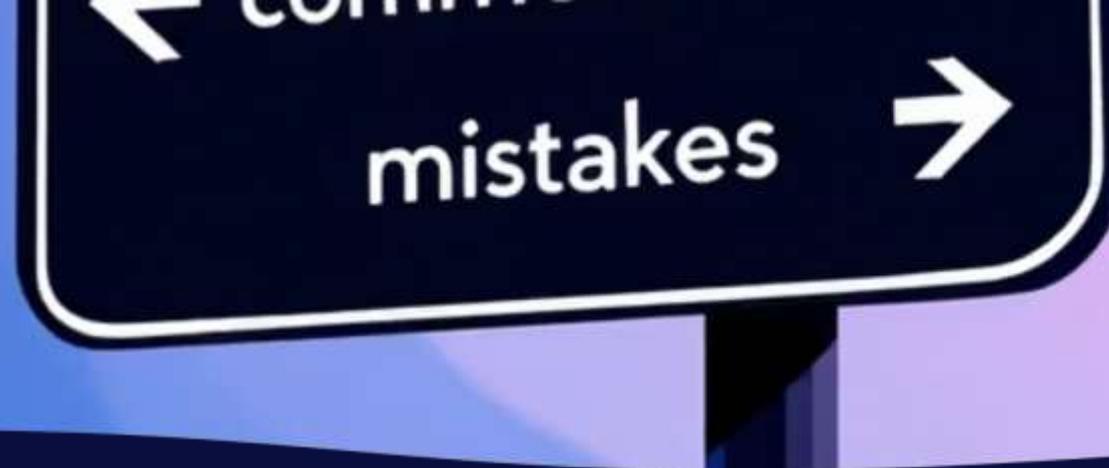
Common Mistakes & Pitfalls

What institutions often get wrong with KA131 calculations

⚠ Incorrect Distance Calculation

Use official Erasmus+ Distance Calculator for actual travel routes.

⚠ Miscounting Participant Days

Count full days only. Arrival and departure days are counted as full days.

△ 70% Reduction Rule

Days 1-14: full rate. Days 15-30: 70% of daily rate.

△ Undocumented Exceptional Costs

Keep all receipts. Pre-approve with National Agency.

20% International Cap

Track European vs. International mobilities. Plan budget carefully.

Green Travel Incentives

Higher rates for low-emission transport

Rate Increases

- Higher fixed travel amounts per band (not a percentage increase)

- Plus up to 4 extra travel days individual support

Mandatory Rules

Short Distances	Exceptions	Documentation
MUST use green transport (10–499 km)	Documented accessibility/medical reasons only	Proof of green booking required

Tips

01
Plan for longer travel time

02
Communicate requirements early

03
Use Beneficiary Module

04
Keep all travel docs

Budget Planning Checklist

Step-by-step guide for institutions planning their KA131 budget

PHASE 1

Preparation (Months 1–2)

- Review Programme Guide
- Consult National Agency
- Identify Partners
- Survey Interest
- Define Priorities

PHASE 2

Planning (Months 2–4)

- Estimate Participants
- Calculate Travel & Individual Support
- Add Organisational Support (€30/participant)
- Allocate Inclusion Support (10–15%)
- Reserve Exceptional Costs
- International Cap (Max 20%)

PHASE 3

Beneficiary Module Setup (Months 4–5)

- Create Institutional Profile
- Set up Mobility Templates
- Configure Distance Calculations
- Test & Train Staff

PHASE 4

Implementation (Months 6–12)

- Open Participant Calls
- Approve Mobility Proposals
- Create Mobility Records
- Generate Agreements
- Monitor Budget & Attendance

PHASE 4

Reporting & Closure (Months 12–18)

- Collect Documentation
- Validate Mobility Records
- Reconcile Budgets

- Prepare Final Report
- Submit to National Agency
- Archive for Audit

Case Study Comparison

Longest mobility (Example 6) has highest per-participant cost.

Due to extreme distance.

Blended program (Example 5) has lowest per-participant cost.

Despite highest participant count.

Staff training (Example 4) is most cost-efficient for institutions.

Lower individual support days.

International mobility (Example 6) costs 3.5× more than European equivalents.

Significant travel grants.

Inclusion support can add 30–50% to standard mobility costs.

Important consideration for budget.

Key Cost Drivers

- **Distance**

  Primary driver (up to €1,500 per participant).

- **Duration**

  Significantly impacts individual support (€79/day).

- **Activity Type**

  Determines daily rates & eligibility.

Budget Planning Implications

- **Mix mobilities**

  Balance short & long-distance for cost control.

- **Blended programs**

  Offer cost-efficiency for multi-institutional participation.

- **International mobilities**

  Require dedicated budget allocation (20% cap).

- **Inclusion support**

  Plan for 10–15% of total budget.

Budget Reallocation & Flexibility

1 **Student ↔ Staff Mobility**

Transfer unused student budget to staff.

2 **Study ↔ Traineeship**

Shift between student studies & traineeships.

3 **European ↔ International Mobility**

Reallocate between European & international mobilities.

4 **Duration Adjustments**

Extend or shorten mobilities.

5 **Participant Number Changes**

Adjust total participant numbers.

Key Flexibility Principles

Official Programme Guide provisions

10 Core Flexibility Principles

1 **Budget reallocation between categories**

2 **Participant number adjustments**

3 **Duration flexibility (5-30 days)**

4 **Destination changes**

5 **Activity type adjustments**

6 **Timing & scheduling flexibility**

7 **Blended component adjustments**

8 **International allocation flexibility (20% cap)**

9 **Inclusion support flexibility**

10 **Real cost flexibility**

Flexibility in Practice

How to adapt your budget

5-Step Reallocation Process

1 **Identify Need**
Monitor actual vs. planned participation

2 **Plan Reallocation**
Calculate new budget distribution

3 **Notify National Agency**
Inform of significant changes

4 **Update Beneficiary Module**
Modify mobility records

5 **Document Changes**
Keep audit trail

Erasmus+ KA131 Funding: Flexibility Rules

1 **Budget Reallocation**

Reallocate funds between different mobility types.

2 **Participant Numbers**

Adjust the total number of participants based on needs.

3 **Duration Adjustments**

Modify the length of individual mobility periods.

4 **Destination Changes**

Change host institutions or destination countries if necessary.

5 **Activity Type**

Adjust the type of mobility activity (e.g., study ↔ traineeship).

6 **International Allocation**

Allocate up to 20% of the budget to non-associated countries.

Quality Assurance & Learning Outcomes

Ensuring mobility quality and measuring impact

Learning Outcomes Framework

Pre-Mobility
Define clear, measurable outcomes and align with curriculum.

During-Mobility
Monitor progress, provide support, and document evidence.

Post-Mobility
Assess outcomes, collect feedback, and measure impact.

Key Quality Indicators

Participant Satisfaction
High satisfaction rate (target 80%+)

Learning Achievement
Successful completion of learning goals (target 90%+)

Institutional Impact
Positive impact on partnerships, curriculum, and staff.

Monitoring Process

01

02

Initial Assessment
Evaluate pre-mobility skills & expectations.

Ongoing Review
Regular check-ins & host institution feedback.

03

Final Evaluation
Post-mobility assessment and surveys.

Beneficiary Module Troubleshooting

Common Issues & Quick Solutions

1. Distance Calculation Error

Incorrect travel grant amount.

- Verify city names with Erasmus+ tool.
- Use integrated distance calculator.

2. Individual Support Mismatch

Daily rate incorrect.

- Confirm current Programme Guide rates.
- Verify activity type selection.

3. Mobility Record Won't Save

Error saving mobility.

- Complete all mandatory fields.
- Verify date formats (DD/MM/YYYY).

4. Learning Agreement Not Generating

Cannot generate/download LA.

- Enter all participant/host details.
- Ensure mobility status is "Approved."

5. Attendance Certificate Upload Fails

Cannot upload certificate.

- Use PDF/JPG (max 5MB).
- Remove special characters from filename.

6. Budget Reconciliation Discrepancy

Actual vs. planned spending mismatch.

- Review all mobility records.
- Document reasons for discrepancies.

Quick Support:

- Technical Support: National Agency
- Programme Guide: Erasmus+ Help Desk
- Budget/Compliance: Your National Agency

Reporting & Compliance Essentials

Pre-Mobility Docs
Learning Agreement (Signed)
Partnership Agreement
Travel Confirmation
Insurance Proof

During-Mobility Docs
Attendance Records
Participation Evidence
Interim Reports

Post-Mobility Docs
Attendance Certificate
Transcript/Report
Proof of Travel
Feedback Form

Financial Docs
Travel Receipts
Visa Docs
Accommodation
Bank Transfers

Beneficiary Module
Complete Mobility Record
Attached Documents
Status Updates
Budget Reconciliation

Audit & Compliance
Keep 3 Years
Chronological Records
Document Deviations
Secure Storage

Avoid Common Audit Findings

Missing Signatures
Sign before mobility

Incomplete Certificates
Provide template

No Proof of Travel
Require receipts

Undocumented Budget Changes
Report reallocations

Expired Partnerships
Renew annually

Reporting Timeline

1 Interim Report
Mid-project

2 Final Report
60 days after project end date for the final report

3 Supporting Docs
With final report

4 Audit Response
30 days from request

Risk Management & Contingency Planning

Preparing for challenges and unexpected circumstances to ensure programme continuity.

Common Risks & Mitigation Strategies

(1)

Participant Cancellation
Mitigate with commitment letters and waiting lists; reallocate budget if needed.

(2)

Host Institution Unavailability
Establish backup hosts and verify capacity; activate backup as contingency.

(3)

Visa/Travel Delays
Plan ahead (3+ months), provide visa support; extend dates or adjust support if delays occur.

(4)

Health/Safety Issues
Ensure health insurance, safety briefings, and 24/7 support; provide emergency care.

(5)

Financial/Currency Issues
Lock in exchange rates and monitor fluctuations; build a 5% buffer and adjust allowances.

Contingency Budget Planning

Maintain a recommended reserve of **10–15%** of the total budget for unexpected costs, cancellations, and currency fluctuations.

Communication & Escalation Procedures

01

Level 1: Participant/Host Issue
- Erasmus Coordinator
- Local resolution

02

Level 2: Institutional Issue
- International Relations Office
- Consult Finance, Notify NA

03

Level 3: Crisis/Emergency
- Crisis team activation
- Immediate NA contact, stakeholder comms

Frequently Asked Questions (FAQ)

Anticipated questions from the Implementation Group

01

Same daily rate for all activities?
No. Rates vary by activity type and country. Check Programme Guide Annex.

02

Participant leaves early or extends?
Adjust individual support based on actual days. Document changes.

03

Reallocate student to staff budget?
Yes. Flexible reallocation allowed (student ↔ staff). Notify National Agency & document.

04

Visa costs always eligible?
Eligible as "exceptional costs" if justified & documented. Pre-approve high costs with NA.

05

Calculate distance for multiple countries?
Use distance from home to main host institution. If multiple, use longest distance.

06

Include accommodation in individual support?
No. Individual support is a fixed daily allowance. Accommodation may be an exceptional cost.

07

No partnership agreement yet?
Establish formal agreement before mobility. Confirm capacity & documentation commitment.

08

Handle currency conversion?
Grants in EUR. For other currencies, use ECB exchange rate on transaction date. Keep documentation.

09

Students receive Erasmus+ & other scholarships?
Yes, but total support cannot exceed actual costs. Erasmus+ may be reduced proportionally.

10

Deadline for final documentation?
Within 60 days of project end date. Late submissions may incur penalties.

11

Use Beneficiary Module for planning?
Yes. Create draft records to estimate costs and test scenarios.

12

Error in budget after submission?
Contact National Agency immediately. Minor errors resolved during audit. Major errors may require reallocation or reimbursement.

Action Items for Institutions

Next steps after the presentation

Immediate Actions (This Week)

- Review Programme Guide
- Identify KA131 Staff
- Plan Budget Strategy
- Assess Partnerships

Short-Term Actions (Next 2 Weeks)

- Contact National Agency
- Audit Beneficiary Module
- Train Staff
- Update Mobility Policies
- Prepare Agreements

Medium-Term Actions (Next Month)

- Finalize KA131 Budget
- Establish New Partnerships
- Set Up Beneficiary Module
- Create Grant Guidelines
- Plan Inclusion Support

Ongoing Actions (Throughout Project)

- Monitor Budget
- Track Participants
- Collect Documents
- Support Participants

Pre-Reporting Actions (3 Months Before Project End)

- Verify Mobility Records
- Collect Final Documents
- Reconcile Budgets
- Prepare Financial Summary

Reporting & Closure (Project End)

- Submit Final Report
- Respond to Audits
- Archive Documents
- Review Lessons Learned

Contact & Support Resources

Where to find help and guidance

National Agency Support

- Primary Contact: [Your Country's National Agency]
- Email: [Contact email]
- Phone: [Contact number]
- Website: [National Agency website]
- Focus: Budget, Partnerships, Audits, Policy

Erasmus+ Help Desk

- Website: erasmus-plus.ec.europa.eu/help
- Email: eac-helpdesk@ec.europa.eu
- Focus: Programme Guide, General Policy, Technical
- Response: ~5 working days

Beneficiary Module Tech Support

- Platform: [Beneficiary Module URL]

- Focus: Login, Data entry, Calculation errors

Distance Calculator Tool

- Tool: Erasmus+ Distance Calculator
- Website: [https://erasmus-plus.ec.europa.eu/da/resources-and-tools/distance-calculator]
- Function: Calculates distance bands

Programme Guide & Annexes

- Latest: 2026–2027
- Download: erasmus-plus.ec.europa.eu/erasmus-programme-guide
- Key: KA131 Eligible Costs, Specific Rules, Unit Costs

Institutional Contacts

- Erasmus Coordinator: [Name, email, phone]
- Finance Officer: [Name, email, phone]
- International Relations: [Name, email, phone]

EMILYO-Specific Resources

- Website: [Link]
- Coordinator: [Name, email, phone]
- Documentation: [www.emilyo.eu]

Emergency/Urgent Issues

- Critical Tech: [Emergency contact]
- Budget/Compliance: Contact National Agency
- Participant Safety: [Emergency protocol]

Key Takeaways & Next Steps

Core Principles

- Unit-cost grants streamline administration
- Five mobility types, distinct funding
- Distance-based travel & daily support
- Inclusion support for equitable access
- Budget flexibility for reallocation

Critical Success Factors

| Accurate distance calculations | Proper documentation | Regular budget monitoring |

| Clear communication | Timely reports & documents |

Common Pitfalls to Avoid

- Miscounted days (70% rule)
- Exceeding 20% international cap
- Missing documentation
- Untracked budget spending
- Late/unsupported reports

EMILYO Group Notes

- KA131 rules apply directly
- Sector-specifics must be documented
- Partnerships follow approval process
- Budget flexibility supports objectives

Beneficiary Module Best Practices

- Create records early
- Use built-in calculators
- Attach documents promptly
- Validate records before completion
- Keep data backups

Closing Remarks

- **Accessible, transparent funding**
- **Maximize impact with planning**
- **Beneficiary Module ensures compliance**

Transfer Possibilities & Key Takeaways
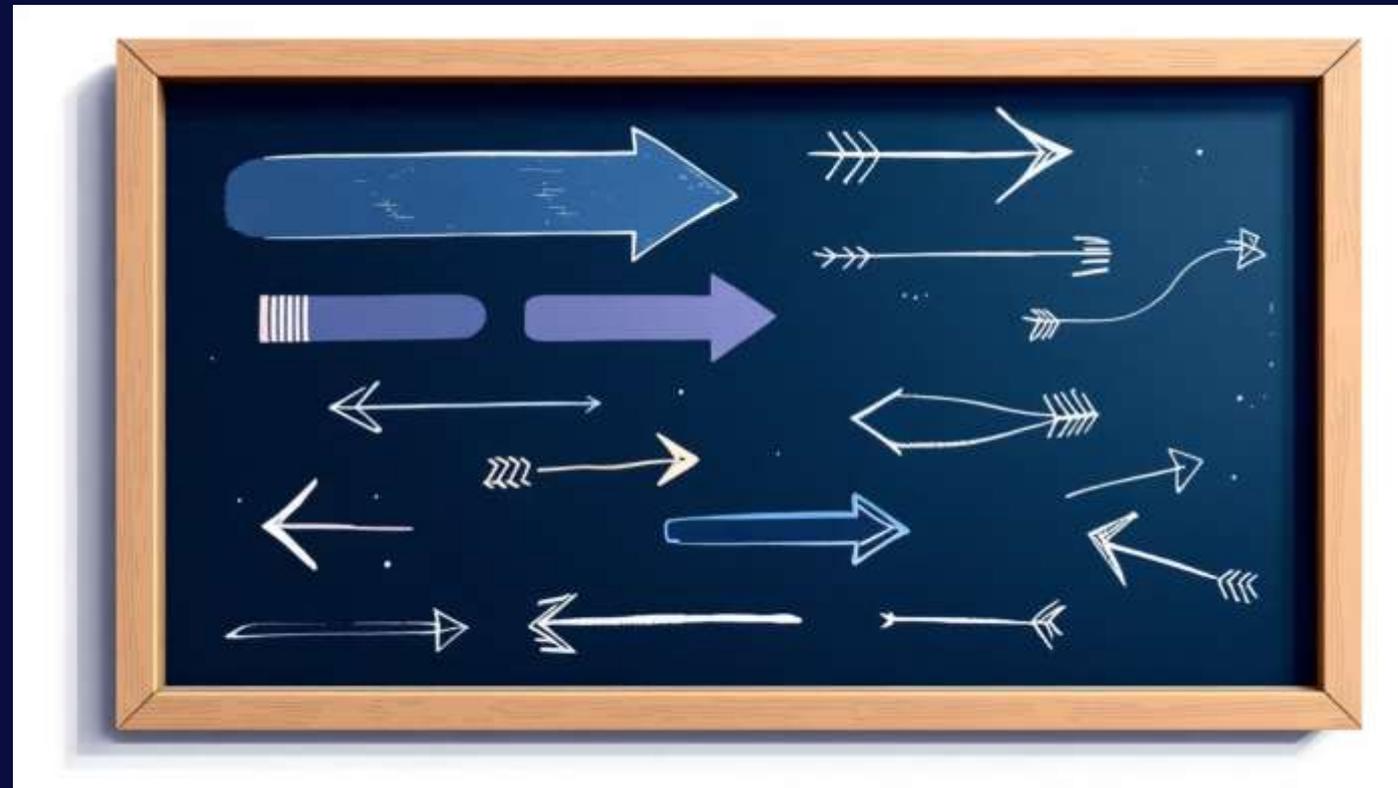
Budget Flexibility

Institutions can **transfer funds between categories** (student ↔ staff, study ↔ traineeship) to ensure full budget utilization and adapt to real demand.

Flexible & Inclusive
EU-funded mobilities with inclusion support

Comprehensive Coverage
Financing covers travel + daily support

Reallocate Freely
Shift funds across categories for max impact

References & Resources

Erasmus+ Programme Guide

Link

KA131 Annex 5 — Specific Rules

Link

KA131 Annex 2 — Eligible Costs

Link

Verify latest edition for current call year.

Questions & Discussion

→ What questions do you have?

→ Scenarios or challenges to discuss?

→ How can we support your institution?

Contact Information

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Erasmus+ Help Desk:

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Thank you for your commitment to European mobility.