

INSTRUCTIONS FOR PAYMENT

ERASMUS STAFF EXCHANGE

KA103 (EUROPE)

Once the mobility is fully planned you should:

1. Ask the receiving partner to sign the **mobility agreement**. Make sure that the mobility dates in the document are correct.
2. Send a scanned copy to alma@lhi.is when the mobility agreement has been signed by all. In this email you should include information about **number of travel days** (if added to number of working days).
3. You will receive a grant agreement by email once you have completed step 1 and 2.
4. Sign the **grant agreement** and send a scanned copy to alma@lhi.is. Notice that it is the International Office at LHI that signs the agreement on behalf of sending institution (not your department).

Frequently asked Questions

When will I receive the grant? Erasmus grants are paid out every second Thursday.

Hard copy? We do not need hard copies! Feel free to use and send scanned copies between parties.

Number of working days? The Mobility agreement should state the exact number of working days. Saturday and Sunday will not be included in the calculation of the grant, unless it is stated in the agreement that these are working days. Additional travel days are maximum 2 days.

Who is allowed to sign the mobility agreement on behalf of receiving institution? This is in fact up to the rules of the receiving institution. We do require that the person signing is a staff member of that institution.

Grant amount? The grant amount will be stated in the grant agreement that will be sent you before departure (see 3). You can also find a list of grant amounts (travel and subsistence) on LHI's website: <http://www.lhi.is/en/node/6357>

Taxes? The grant will be listed in your tax form the following year. Rannís will send out instructions to all beneficiaries regarding how to fill out information on costs related to your mobility. Make sure to keep all receipts regarding your travel and cost of stay.
