**KA107 STAFF MOBILITY – CHECK LIST:**

|  |  |
| --- | --- |
| 1. **Before Travel:**

Before travel, please check you have sent to the International Affairs Office via email the following information and documents:[ ]  Estimate date of arrival[ ]  Scanned copy of the signed Grant Agreement [ ]  Visa copy (if needed to travel to Spain)[ ]  Copy of travel insurance (health+accident+repatriation)[ ]  Staff Mobility Agreement[ ]  Travel tickets | ***The scholarship and travel aid will be paid upon arrival*** *at UPV. You must buy the flight ticket and book the hotel at your own convenience.**The payment will be for the total amount of the scholarship, you do not need to justify real costs.**The* ***Scholarship for staff*** *covers:**- 7 days (5 stay +2 travel) x 160€* *- Travel aid according to distance. Distance calculator:*<https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en>*We will send you the draft of the* ***grant agreement*** *before your travel. Please sign it and send us a scanned copy.* |
| 1. **Upon arrival:**

We will meet you at the International Affairs Office in order to:[ ]  Welcome you to UPV and Valencia[ ]  Scan a copy of your boarding pass[ ]  Sign the Grant Agreement By the IAO Director[ ]  Pay you the scholarship and the travel aid |  |
| 1. **During the stay:**

You will be working according to the plan stated in the staff mobility agreement. The OAI Office team will help you with any matter you might need during your stay |  |
| 1. **At the end of the stay you must**:

[ ]  Fill in and submit the EU online Survey[ ]  Send by email or deliver at the International Affairs Office a Final Report of your stay[ ]  We will deliver you a certificate of stay for recognition of your mobility at your home institution | *Within the Program rules, It is mandatory you fill in and submit the EU online survey; the EU will send you an email with the access link. Please review the spam folder if you do not receive this email before your departure.**We also need from you a final report as a resume of your activities at UPV. Upon arrival, we will facilitate you a template. This is an important document; The EU might ask to refund the money in case we do not have it.* |