**KA107 STAFF MOBILITY – CHECK LIST:**

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| 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.* |