

Procedure for applying for additional Green Travel funding.

1. Under the Erasmus+ programme, you can apply for an additional one-off Green Travel allowance, which is paid in a lump sum of EUR 50. To receive this allowance, you have to:
 - Submit a written statement containing the declared travel route and means of transport (Annex no. 1).
 - Under this type of additional funding, the journey must be made by environmentally friendly means of transport, which are:
 - ✓ train;
 - ✓ bus;
 - ✓ carpooling (with other mobility participants confirmed by a statement; a family trip is not eligible).
 - To be considered Green Travel, travel between universities must be made entirely and in both directions using sustainable modes of transport. In an exchange situation with a university where there is land connection, 100% of the kilometres must be travelled in an environmentally friendly manner. In the situation of an academic exchange with a university without full land connection (e.g., Malta or Iceland), at least 51% of the journey must be done in an environmentally friendly manner. In the statement, the student is required to indicate the exact number of kilometres broken down, depending on situation, into "green kilometres" and "kilometres of the remaining route."
 - The declared method of arrival at the site is confirmed on return as follows:
 - ✓ Persons travelling by public transport (e.g., bus, train) are required to submit copies of receipts/tickets confirming their travel;
 - ✓ Persons travelling by carpooling are required to submit a statement with contact details, date and signatures of the other participants.
 - If travel is not confirmed in the above-mentioned manner, the mobility participant will be called to return the amount received from the Green Travel entitlement.
 - In duly justified cases, a mobility participant may apply for additional individual support for subsistence costs for a maximum of an additional 4 days of travel (total including return journey: two days for travel before the start of the mobility and two days after the end of the mobility):
 - ✓ For journeys of 300–1500 km: 1 extra day
 - ✓ For journeys of 1,501 km and more: 2 extra days

- Distance is calculated using the distance calculator: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>
- If an additional grant is awarded, it will be paid together with the awarded Erasmus+ grant and under the terms of the mobility grant agreement.
- The date on the attached bill/ticket may not coincide with the date of execution of the mobility (dates in the financial agreement) nor may the travel take place more than one month (30 days) before the start of the mobility and one month (30 days) after the end of the mobility (one exception is the travel start/end date, which may be the same as the mobility start/end date).
- Collegium Civitas reserves the right not to award Green Travel entitlement due to a lack of funds for this purpose in the project.
- The decision to grant funding is taken by the Vice-Rector for International Relations after consultation with the Erasmus+ Coordinator.

Procedure for applying for additional funding as part of obtaining the status of a “person with fewer opportunities.”

- 1) A candidate (student or graduate) for participation in the Erasmus+ programme may apply for an additional allowance as part of obtaining the status of a “person with fewer opportunities,” which is granted to persons in a difficult financial situation or persons with a disability certificate, and it takes the form of a supplementary subsidy of EUR 250/month. To receive this allowance, you have to:
 - ✓ have been awarded a need-based financial aid as of the date of the recruitment deadline at your home university; or
 - ✓ submit a copy of your disability degree certificate.
 - ✓ In the case of graduates, only an internship trip is possible.
 - ✓ The possibility of obtaining additional funding each time depends on the funds provided to Collegium Civitas for this purpose by the National Agency of the Erasmus+ Programme.
- 2) Employees with disabilities travelling to teach at a partner university or for training purposes may apply for funding using actual costs. The amount granted for expenses directly related to the disability will be settled according to actual

costs documented in the form of financial evidence (bills, invoices). The costs should be adapted to the actual needs related to the type of disability and estimated realistically.

- 3) Collegium Civitas reserves the right not to award funding due to lack of funds for this purpose in the project.
- 4) The decision to forward an application to the National Agency (FRSE—Foundation for the Development of the Education System) for the award of a grant is taken by the Vice-Rector for International Relations after consultation with the Erasmus+ Coordinator.
- 5) The final decision to award a grant is taken by the National Agency.