

ERASMUS+ KA131 – Instructions on Granting Additional Support for “Green Travel” Journeys for Studies and Internships at SGH Warsaw School of Economics

1. These instructions refer to the implementation of mobilities under the Erasmus+ KA131 programme (mobility of students and staff between programme countries).
2. The following participants (hereinafter referred to as “participants”) are eligible to apply for additional support for the realization of a “green travel” journey, i.e. travel using low-emission means of transport such as:
 - bus,
 - train,
 - car in a “carpooling” arrangement (a shared journey of people following the same route and for the same purpose — studying or undertaking an internship — in one of the passengers’ cars).

Eligible participants:

- a. students and doctoral candidates qualified for a study period abroad or an internship,
- b. recent graduates, i.e. individuals undertaking an internship abroad provided that they were accepted into the programme before the defense of their thesis and complete the mobility within 12 months after graduation.

3. The supplement is granted upon submission of an application (template provided in Annex 1 to these instructions: *Green Travel – Pre-departure Declaration*), submitted to the appropriate coordinator at the Centre for International Cooperation, and requires signing the Erasmus+ financial agreement.
4. The basic condition for obtaining the “green travel” supplement is that the participant must travel both ways using one of the means of transport listed in point 2.
5. A flat-rate travel allowance depends on the straight-line distance from SGH to the partner university. For round-trip “green travel” (using low-emission means of transport), a higher allowance and additional travel days are provided. Rates for the Erasmus+ KA131 2024 project:
 - 100-499 km: €211 (€285 for “green” travel + 2 travel days);
 - 500-1999 km: €309 (€417 for “green” travel + 4 travel days);
 - 2000-2999 km: €395 (€535 for “green” travel + 6 travel days);
 - 3000-3999 km: €580;
6. The number of additional travel days (one way) granted depends on the distance between SGH and the host institution, calculated using the online distance calculator available on the European Commission website:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Distance	Number of Travel Days Granted
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Distance	Number of Travel Days Granted
100–499 km	2
500–1999 km	4
2000–2999 km	6

7. Within one month after completing the mobility, the participant must submit to the Centre for International Cooperation a signed declaration confirming the realized journey (template provided in Annex 2 to these instructions: *Green Travel Declaration*).
8. Depending on the means of transport used, this declaration must be supplemented with:
 - a. information (to be entered into the declaration) confirming that the vehicle was shared with other students – in the case of travel by car under the “carpooling” system, or
 - b. evidence confirming the journey (i.e. scans of receipts/tickets) – in the case of bus or train travel.
9. In the case of a journey lasting more than one day one way, a participant traveling by car must attach copies of hotel invoices or an additional declaration confirming accommodation in a private home.
10. Furthermore, the documents referred to in points 7 and 8 must meet the following conditions:
 - a. the date on the attached document (receipt/ticket/declaration) must not coincide with the period of mobility stated in the Erasmus+ financial agreement (except where the day of departure and/or return is the same as the start and/or end date of the mobility),
 - b. the journey cannot take place earlier than one month (30 days) before the start of the mobility or later than one month (30 days) after its completion.
11. If the journey does not take place according to the above conditions and/or is not confirmed in the manner specified, the participant will be required to return the amount received under the “green travel” entitlement.