

**Rules for calculating daily rates (individual support) to cover the cost of travel for
UL students and employees carrying out standard and "green travel"
as part of Erasmus+ KA131-2024 mobilities**

The following rules apply to both UL students and employees who pursue student mobility for studies (SMS), student mobility for traineeships (SMT), participate in BIP, pursue staff mobility for teaching (STA) or staff mobility for teaching and training (STA+STT) and staff mobility for training (STT).

Sustainable (green travel) means of transport recognised in the Erasmus+ programme include: bus, train, carpooling – travelling together by car, min. 2 people on the same route, for the same purpose.

Each mobility participant is entitled to a lump sum to cover travel expenses. The amount of the lump sum depends on the distance between the place of departure, which is the registered office of the home university, and the destination, and on the choice of means of transport. The distance of one-way travel must be taken into account to calculate the amount of the lump sum for the return travel. To calculate the distance, the International Relations Office (IRO) will use the distance calculator developed by the European Commission available at:

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

For travel of up to 499 kilometres, participants should use low-emission means of transport.

Distance	Lump sum for "green travel" by bus, train or carpooling	Lump sum for standard travel
from 10 to 99 km:	€ 56 per participant	€ 28 per participant
from 100 to 499 km:	€ 285 per participant	€ 211 per participant
from 500 to 1,999 km:	€ 417 per participant	€ 309 per participant
from 2,000 to 2,999 km:	€ 535 per participant	€ 395 per participant
from 3,000 to 3,999 km:	€ 785 per participant	€ 580 per participant
from 4,000 to 7,999 km:	€ 1,188 per participant	€ 1,188 per participant
8,000 km or more:	€ 1,735 per participant	€ 1,735 per participant

Participants using standard means of transport will be awarded an additional lump sum for a maximum of 2 days of travel (round trip), if the travel takes place on dates other than the beginning and end of the mobility.

Participants using sustainable (low-emission) means of transport will be awarded a lump sum for subsistence costs of up to a maximum of 6 additional days (round trip) depending on the documented number of days of travel and in accordance with the following ranges:

10-1999 km lump sum up to a maximum of 2 travel days;

2000-2999 km lump sum up to a maximum of 4 travel days;

3000-8000 km lump sum up to a maximum of 6 travel days.

For train and bus travel, participants must submit tickets. Funds for additional travel days are granted on the basis of the dates on the tickets.

In the case of carpooling, the number of travel days will be determined based on the distance between Łódź and the destination. To calculate the distance, the university will use the distance calculator developed by the EC: <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

To calculate the number of days, the following distance ranges will be used:

10-1999 km lump sum up to a maximum of 2 travel days;

2000-2999 km lump sum up to a maximum of 4 travel days;

3000-8000 km lump sum up to a maximum of 6 travel days.

Participants using such travel must submit a relevant declaration.

Participants using the "green travel" lump sum and additional rates for the duration of green travel must travel by sustainable means of transport in both directions.

Prepared by: IRO UL

Approved by: Vice-Rector for Internationalisation of Science and Education, dr hab. Katarzyna de Lazari-Radek, Prof. UL.