

„How to proceed“ for OUTGOING staff



- **Establishment of contact with universities or organizations** of interest in preparation of the application
- **Application for/organization** of teaching or training stay abroad **by candidates themselves**
- Contact the International Office to complete the **required ERASMUS forms** (Online Application, Mobility Agreement, Grant Agreement)
- Applications are possible at any time (at least 6 weeks prior to the start of the planned mobility)!
- Submission of **travel application form** (*“Formular Antrag Dienstreise”*) to MedUni Vienna Travel Management/Corporate Human Resources (Reisemanagement/Personalmanagement)
- **No leave of absence** (“Freistellung”); **No educational leave** (“Bildungskarenz”) (no work-related travel/business trips during unpaid leaves)
- **IKV teaching stays:** Individual personnel specialist/officer (Personalreferent:in) needs to be kept informed about planned ERASMUS staff mobility as business trip (Dienstreise)
- **After the mobility:**
 - Submission of ERASMUS Certificate of Stay
 - Completion of compulsory EU Participant Survey
 - Submission of **travel expense report** (*form “Reisekostenabrechnung - Dienstreise”*) incl. receipts
- **Travel expenses refunded** according to travel expenses provisions by MedUni Vienna & “RGV - Reisegebührevorschrift des Bundes” (Austrian Travel Expenses Provisions)