

You must keep all documentation related to your project on file. You are NOT required to physically send documentation to the NA unless your project is selected for an **additional check**. If your project is selected, the NA will contact you with further information.

[illegible]

invoices specifying the place of departure and the place of arrival.			
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[illegible]

<p>Evidence that linguistic support is provided directly by the beneficiary in the form of a declaration. It must include:</p> <ul style="list-style-type: none"> - signature of the participant with date - the name of the participant - the language taught - the format & duration of the linguistic support 			
<p>Special Needs support: This must be invoices of the actual costs incurred including:</p> <ul style="list-style-type: none"> - the name and address of the body issuing the invoice - the amount and currency - the date of the invoice <p><i>A proof of payment may also be requested.</i></p>	NA	<p>Keep on file. One original or one copy required of invoices must be posted to the NA only if selected for additional check.</p>	<input type="checkbox"/>
<p>Exceptional Costs This must be invoices of the actual costs incurred including:</p> <ul style="list-style-type: none"> - the name and address of the body issuing the invoice - the amount and currency - the date of the invoice <p><i>A proof of payment may also be requested.</i></p>	N/A	<p>Keep on file. One original or one copy required of invoices must be posted to the NA only if selected for additional check.</p>	<input type="checkbox"/>
<p>Banks statements evidencing payments between Léargas and the Beneficiary</p>	N/A	<p>Keep on file. One original or one copy required of invoices must be made available to the NA only if selected for additional check.</p>	<input type="checkbox"/>

Banks statements evidencing payments between Beneficiaries (e.g. in projects with mobility consortia; if applicable)	N/A	Keep on file. One original or one copy required of invoices must be made available to the NA only if selected for additional check.	<input type="checkbox"/>
Bank statements proving payments of the grant to individual participants	N/A	Keep on file. One original or one copy required of invoices must be posted to the NA only if selected for additional check.	<input type="checkbox"/>
Agreements between the members of mobility consortia	Beneficiary and individual members of mobility consortia	Keep on file. One original or one copy required of invoices must be posted to the NA only if selected for additional check.	<input type="checkbox"/>

OTHER COMPULSORY DOCUMENTS			
DOCUMENT	SIGNATURES REQUIRED	ACTION	Yes/No
VET Learner			
VET Learning agreement - 2020 (Erasmus+ Learning agreement for VET Mobility) OR ECVET Learning Agreement – 2020 (only for projects using ECVET)	Sending organisation, Hosting organisation and Participant	Keep on file for each participant. One original or one copy required for a representative proportion of participants must be posted to the NA only if selected for a desk check.	<input type="checkbox"/>
VET- Grant agreement - traineeships – 2020 (Grant agreement Model for Erasmus+ VET Traineeships)	Sending organisation and Participant	Keep on file for each participant. One original or one copy required for a representative proportion of participants must be posted to the NA only if selected for a desk check.	<input type="checkbox"/>

VET Quality Commitment – 2020	Sending organisation, Hosting organisation and Participant	Keep on file for each participant. One original or one copy required for a representative proportion of participants must be posted to the NA only if selected for a desk check.	<input type="checkbox"/>
ECVET Memorandum of Understanding – 2020 (for 2 nd option available under <i>Grant agreement - traineeships – 2020</i> – see above)	Sending organisation, Hosting organisation	Keep on file. Must be posted to the NA only if selected for a desk check.	<input type="checkbox"/>
VET Staff mobility (not required for an accompanying person)			
VET - Staff Mobility Agreement – 2020 (Erasmus+ Work Programme for VET Staff Mobility)	Sending organisation, Hosting organisation and Participant	Keep on file for each participant. One original or one copy required for a representative proportion of participants must be posted to the NA only if selected for a desk check.	<input type="checkbox"/>
Grant agreement - Teaching and training – 2020 (Grant agreement model for Erasmus+ staff mobility for teaching and training)	Sending organisation and Participant	Keep on file for all participants. One original or one copy required for a representative proportion of participants must be posted to the NA only if selected for a desk check.	<input type="checkbox"/>
VET Mobility Quality Commitment – 2020	Sending organisation, Hosting organisation and Participant	Keep on file for all participants. One original or one copy required for a representative proportion of participants must be posted to the NA only if selected for a desk check.	<input type="checkbox"/>
Europass	Sending organisation and Hosting organisation	Not required for Final Report submission but recommended for use.	<input type="checkbox"/>

It is best practice to keep also the documentation listed below:

- Travel and accommodation evidence
- Other invoices and receipts