



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.

| FINAL REPORT DOCUMENTS | | | |
|--|---|---|--------|
| DOCUMENT | SIGNATURES REQUIRED | ACTION | Yes/No |
| Completed Final Report Form (generated through Mobility+ Tool) | See below | Required . Must be submitted online in Mobility+ Tool. | |
| Final Report Declaration of Honour (download from the final report in the Mobility+ Tool) | Legal Signatory of sending organisation | Original required. Must be attached as an annex to the Final Report in Mobility+ Tool. | |
| Participant report (generated through Mobility+ Tool) | No signature required | One required for each participant. Must be submitted online by the participant upon the return from the mobility activity. | |
| FINANCIAL SUPPORTING DOCUMENTS (INCLUDING A | CCOMPANYING PERSONS) | | |
| DOCUMENT | SIGNATURES REQUIRED | ACTION | Yes/No |
| Travel: Proof of attendance of the activity abroad in the form of a declaration. It must include: - signature of the receiving organisation - name of the participant - the purpose of the activity abroad - starting and end date | Head of receiving organisation | Keep on file . One original or one copy required for all participants must be posted to the NA only if selected for additional check. | |
| In exceptional cases of travel from a place different than that where the sending organisation is located and/or travel to a place different than that where the receiving organisation is located which leads to a change of distance band, the actual travel itinerary shall be supported with travel tickets or other | No signature required | | |





| invoices specifying the place of departure and the | | |
|--|--|--|
| place of arrival. | | |





| Individual support: Proof of attendance of the activity abroad in the form of a declaration. It must include: - signature of the receiving organisation - name of the participant - the purpose of the activity abroad - starting and end date | Head of receiving organisation | Keep on file. One original or one copy required for all participants must be posted to the NA only if selected for additional check. | |
|---|---|---|--|
| Organisational Support: Proof of attendance of the activity abroad as specified for "individual support" above. | Head of receiving organisation as specified for "individual support" above. | Keep on file . One original or one copy required for all participants must be posted to the NA only if selected for additional check. | |
| Linguistic Support: Proof of attendance of courses in the form of a declaration. It must include: - the signature of the course provider - the name of the participant - the language taught - the format and duration of the linguistic support and/or Invoice for the purchase of learning materials. It must include: - the language taught - the name and address of the body issuing the invoice - the amount and currency | Declaration signed by the course provider N/A | Keep on file. One original or one copy required for all participants. Post to NA only if selected for additional check. | |
| - the date of the invoice, and/or | Participant | | |





| Evidence that linguistic support is provided directly by the beneficiary in the form of a declaration. It must include: - signature of the participant with date - the name of the participant - the language taught - the format & duration of the linguistic support | | | |
|---|-----|--|--|
| Special Needs support: This must be invoices of the actual costs incurred including: - the name and address of the body issuing the invoice - the amount and currency - the date of the invoice | NA | Keep on file. One original or one copy required of invoices must be posted to the NA only if selected for additional check. | |
| A proof of payment may also be requested. | | | |
| Exceptional Costs This must be invoices of the actual costs incurred including: - the name and address of the body issuing the invoice - the amount and currency - the date pf the invoice | 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. | |
| A proof of payment may also be requested. | | | |
| Banks statements evidencing payments between Leargas and the Beneficiary | N/A | Keep on file. One original or one copy required of invoices must made available to the NA only if selected for additional check. | |





| 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 made available to the NA only if selected for additional check. | |
|--|--|--|--|
| 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. | |
| 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. | |

| 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. | |
| 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. | |





| 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. | |
|--|--|--|--|
| 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. | |
| VET Staff mobility (not required for an accompanying | ng 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. | |
| 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. | |
| 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. | |
| Europass | Sending organisation and Hosting organisation | Not required for Final Report submission but recommended for use. | |

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

- Travel and accommodation evidence
- Other invoices and receipts