

INSTRUCTIONS FOR THE POSSIBILITY OF USING SUSTAINABLE TRANSPORTATION MEANS

(Hereinafter referred to as GREEN TRAVEL)

Green travel is defined as travel in which **the majority of the journey** (**more than half of the return journey**) is undertaken using low-emission transportation means such as: bus, train, bicycle, or carpooling.

The amount of non-refundable funds is calculated by multiplying the number of mobility participants by the amount of the unit contribution per distance, which is applied to the respective distance as specified in Annex IV of the Contract (point 1. Travel, in the table row Green Travel - amount).

The unit contribution per distance is the amount of non-refundable funds for a round-trip green travel between the departure and destination points. Participants opting for green travel may receive up to 4 additional days of support for travel days.

Of course, simply opting for green travel does not automatically assign all additional travel days; these days should be allocated according to travel distance and mode, which the user assesses.

Additional travel days will be reviewed during the final report analysis phase.

For KA171 according the project budget as well.

Proof of green travel method:

1. Use of bus or train In addition to the standard proof of participation in the activity, additional supporting documents for proving green travel are:

- Statement signed by the person receiving travel grants and the sending/recipient organization (applicable to European Solidarity Corps and Youth sectors)*
- transport tickets for each individual participant - must be kept in the project documentation

2. Use of carpooling In the case of carpooling during travel to the activity, each participant is entitled to a lump sum amount. There is no prescribed minimum number of passengers per vehicle. In addition to the standard proof of participation in the activity, an additional supporting document for proving green travel is:

- Statement signed by the person receiving travel grants and the sending/recipient organization (applicable to European Solidarity Corps and Youth sectors)* (a collective statement for multiple participants of the same project in the same vehicle is also possible)

3. Bicycle In addition to the standard proof of participation in the activity, an additional supporting document for proving green travel is:

- Statement signed by the person receiving travel grants and the sending/recipient organization (applicable to European Solidarity Corps and Youth sectors)* *A template of the statement for use will be provided by the Agency. The user is free to compose the statement, which should minimally contain all elements of the statement template provided by the Agency.

Statements that users have composed before receiving the Agency's template will be recognized as valid documentary evidence.

Documentation proving green travel - participants are required to provide upon arrival at VEVU, and for the return, it will be sent via e-mail.!

Distance Calculator

<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

Example:

Tbilisi- Budapest – 2128 km – **plane**; Budapest – Vukovar -240,00 – bus = **STANDARD**

Filling green travel Statement:

Please note:

When completing the arrival and departure dates, please enter the **actual dates of your travel** — the date on which you start your journey to VEVU and the date on which you begin your return journey. These dates will be used to verify your travel based on supporting documents for the **green travel allowance**, such as travel tickets, toll receipts, vignettes, etc.

Please bear in mind:

The **start date of your mobility at VEVU is not necessarily the same as your travel date**. You may therefore consider arriving at least one day before the start of your mobility, giving you enough time to settle in and prepare for your first day at VEVU.

When planning your **return journey**, please remember that the **last day stated in your Learning Agreement is also a day of your mobility obligations at VEVU**. Your activities on the last day will take place during the **morning hours**, so please take this into consideration when arranging your return travel, whether you are travelling by plane, public transport, car or carpooling.

Departure date – day/month/year; return day/month/year –

Project number – internal call project / and Acceptance letter

Use of low-emission transportation means: leave only the mean that you will use

Route: Please provide the complete travel route for each day of your journey

For **each day of travel**, please provide the **complete route from your departure point to your final destination**, including **all intermediate stops, transfers and means of transport**.

If your journey takes more than one day, please **list the complete route for each day separately and indicate each means of transport used.**

Example: 1 day traveling

1st day – 05.05.2024:

Plane: Tbilisi, Georgia → Budapest, Hungary/**Bus:** Budapest, Hungary → Vukovar, Croatia

Return journey – 11.07.2024:

Bus: Vukovar, Croatia → Budapest, Hungary/**Plane:** Budapest, Hungary → Tbilisi, Georgia

2 days traveling:

5.5.2026. Plane: Tbilisi, Georgia → Budapest, Hungary/ **6.5.2026. Bus:** Budapest, Hungary → Vukovar, Croatia

Please make sure to indicate the complete route, even if you change the means of transport or have several connections during your journey.

 **VEVU ERASMUS GREEN PRACTICE**

VEVU wishes you a pleasant journey to Vukovar! Travel green, travel responsibly! 