

## INFORMATION FOR INCOMING STAFF/TEACHERS – ERASMUS+ KA107 and KA171

### 1 ERASMUS+ GRANT

Erasmus grant KA107 for incoming staff/teachers to Slovenia:

1. The maximum eligible amount per day is €140
2. The length of mobility must be at least 5 days and not more than 7 days. The number of days spent for travel may not exceed 1 day for the travel to Slovenia and 1 day for the travel back to home country. **The maximum number of days for mobility and travel together is 7.**
3. Reimbursement of travel costs is limited to the following amounts (depending on the country):
  - a. 180 € BiH - Slovenia - BiH
  - b. 275 € Ukraine - Slovenia – Ukraine
  - c. 360 € Georgia – Slovenia – Georgia
  - d. 820 € UAE – Slovenia – UAE

### 2 EXPENSE REIMBURSEMENT

Please carefully collect and save all invoices related to the covered costs. **Submitted invoices are a requirement for the expenses reimbursement** at the end of the Erasmus+ mobility.

Expenses that may be reimbursed:

#### 1. **Transport** to and during the mobility (home–Ljubljana–home, and within Ljubljana/Slovenia)

- ✓ The invoices for the purchase of all the tickets (plane, train, bus, taxi, etc.) have to be saved and sent to [spela.pregl@vspv.si](mailto:spela.pregl@vspv.si).
- ✓ If you travel by car, the costs will be reimbursed 0.43 €/km. You have to submit invoices for vignettes or toll payments for the costs to be reimbursed.

#### 2. **Accommodation** – save and submit all invoices of a hotel, apartment or room.

#### 3. **Daily allowance** – no invoices are required for daily allowance, you receive it automatically.

However, the allowance is lower in case meals have already been covered and reimbursed with accommodation:

- ✓ In case of full board you receive 20% of daily allowance
- ✓ In case of half board you receive 55% of daily allowance
- ✓ In case of breakfast you receive 90% of daily allowance
- ✓ In case of just accommodation you receive 100% daily allowance

Daily allowance is 40 €.

4. **Insurance** of persons and objects, risk of cancellation, etc. (save and submit invoices)
5. **Visa** costs (save and submit an invoice)
6. **Costs related directly** to the implementation of mobility activities (entrance fees to museums, sightseeing, etc. – save and submit all invoices)

All the invoices have to be sent together with appropriately full-filled/completed Excel document Calculation of costs to: spela.pregl@vspv.si after mobility is completed.

### 3 PAYMENT

Erasmus+ mobility participant receives an upfront payment of up to 80% of the Erasmus+ grant prior to leaving for mobility. **The rest is paid after the final billing and the submission of invoices and Erasmus+ report.**

All funds are credited directly to the participant's bank account and cannot be paid in cash.

If the participant does not participate in the mobility, the return of all Erasmus' funds is mandatory. Therefore, we recommend you chose the free cancellation option for accommodation, as well as airline payment insurance in case of cancellation.

The entire amount of the grant must be justified in accordance with Slovenian tax law, so all the invoices and other supporting documents must be saved and submitted.

The Erasmus+ support only amounts to the amount of properly submitted expenses. **This means the participant is NOT automatically receiving the whole amount of the Grant, just the amount, that is justified with invoices and does not exceed the whole amount.**

### 4 TRAVELLING TO LJUBLJANA

#### By airplane

Plane ticket prices may vary significantly from one provider to another, and the service varies as well. Before booking, check the amount of luggage, included in the price. Usually, when purchasing a plane ticket, we also pay the risk of cancellation (especially in current times).

Also, make sure the name you provide when booking a plane ticket is exactly the same as stated on your documents (passport or ID card).

Slovenia has one airport, [Ljubljana Airport](#) (LJU). It is located approximately 20km from Ljubljana. You can take a taxi from the airport to the city or book a [GOOPTI](#) transfer, which is cheaper, but you will most likely share the ride with other passengers.

The closest airports to Ljubljana are Zagreb (Croatia), Vienna, Graz (Austria), Trieste or Venice (Italy) and Budapest (Hungary).

### **By train**

The main train station is located directly in the center of Ljubljana. To check possible railway connections, choose *International transport* on the [Slovenian railways web page](#).

### **By bus**

The main train station is located directly in the center of Ljubljana. To check possible railway connections, choose international transport on the [Ljubljana bus station web page](#).

## **3 GETTING AROUND IN LJUBLJANA**

Transport around Ljubljana is easy with city transport:

- Bus [connections are pretty good](#), one fare is EUR 1.30, however, you cannot pay for city bus fares in cash. Those wishing to travel on Ljubljana city buses, should purchase the Urbana public transport card, available from LPP ticket offices, tourist information centers and most of the city's newspaper kiosks, news-stands and post offices.

The bus stop for bus No 6 and 6b in front of our school is called Glince (No 703082). The bus stop across the street (direction city center) is also called Glince (but No 703081). You can check the timetables [here](#).

- Rent-a-bike BicikeLJ is available for the sunny days. More [here](#).
- Taxi service is widespread in Ljubljana, however, we do not have Über in Slovenia. Avoid getting a cab ad hoc, we suggest you call for it, it might be much cheaper. Always choose the car with an obvious Taxi sign. A few taxi services: [Taxi METRO](#) (provides a useful app), [Taxi CAMEO](#) (also provides an app), [Taxi LAGUNA](#).
- Since the city is quite small, you will probably be getting around on foot most of the time.

## **4 ACCOMMODATION**

We recommend using [www.booking.com](#) or [Airbnb](#), which also offers accommodation with a long cancellation period. When choosing accommodation, consider the distance from B2 Ljubljana school of Business, Tržaška cesta 42, Ljubljana. The location of our school is [here](#).

## **5 FOOD NEARBY**

There is a bistro [Egoistka](#) bar across the street from the school, offering daily snacks, and a Mercator grocery store.

Shopping center [Interspar Vič](#) is located close by (walking distance), offering a self-service restaurant, a burger place [Hood burger](#) and a [Thai food truck](#).

To get an idea of food prices in Slovenia, you can check two on-line grocery stores (only available in Slovene): [Mercator](#) and [SPAR](#), we also have [Hofer](#) (Aldi) and [Lidl](#), which are discounters, so prices can be lower. Food market with fresh local fruit and vegetables in active in the center and at some other locations around the city.

## 6 THE INSURANCE

The participants are responsible for insuring themselves and their luggage on the way. The arrangements of insurance should be taken care of prior to leaving for the mobility.

## 7 THE VISA

Visas are not required for citizens of Ukraine, Bosnia and Herzegovina and Montenegro if they travel with a biometric passport and in case of their stay in Slovenia for less than 90 days. The passport must be valid for at least 3 months after return.

You can get some information here (choose your respective country of origin):

<https://www.gov.si/en/registries/countries/>

## 8 THE COVID SITUATION

Due to the fast-changing epidemic situation, make sure you follow the current information regarding the measures and restrictions. You can find current info [here](#).