

## Travelling to Transform4Europe Events – FAQ

Will everything be organized for me?	The whole travel organization will be made by you. We only cover your travel and accommodation expenses according to our regulations.
What costs will be covered?	<p>You will receive the following grant:</p> <ul style="list-style-type: none"> <li>- Travel grant of 275 Euro</li> <li>- <a href="#">Erasmus+ grant for short-term mobilities</a>: 79 Euro per day of mobility and 79 Euro per traveling day (2 days in total)</li> <li>- 50 Euro for green travel – if applicable (at least one way by bus, train or car-pooling)</li> </ul> <p>Students with <a href="#">fewer opportunities</a> receive an additional 100 Euro</p>
I would like to stay longer at the event destination. Is this possible?	It is up to you to decide whether you want to stay longer or not. Your decision shall have no impact on the grant you receive.
Can I book an Airbnb together with other students?	The booking of accommodation is made by yourself and it is up to you to choose the most convenient accommodation.
Can I cover the expenses of another participant and get the refunding on my bank account?	No, this is not possible.
What do I need to hand in to get my grant?	Once the registration process is complete, all nominees will receive an email with the required documents which we need in order to process your application.
Where do I have to send my documents?	Please send it to:

	<p>Saarland University International Office</p> <p>c/o Svenja Heinrich</p> <p>Campus A4.4, R. 2.27</p> <p>66123 Saarbrücken</p> <p>GERMANY</p> <p>or you can put it in the post box of Svenja Heinrich in front of room 2.27 at the International Office.</p>
<p>When do I receive my grant?</p>	<p>Upon return and after submitting the certificate of attendance provided by the host university, we'll proceed with the payment of your grant. Please allow for 3 to 4 weeks processing time. Please refrain from earlier queries.</p>
<p>I have questions regarding <b>travel, accommodation and/or the financial supporting</b>. Who do I contact in these matters?</p>	<p>Please contact Donka Stephan (<a href="mailto:donka.stephan@uni-saarland.de">donka.stephan@uni-saarland.de</a>) and Svenja Heinrich (<a href="mailto:svenja.heinrich@uni-saarland.de">svenja.heinrich@uni-saarland.de</a>) <b>only after reading the provided information carefully!</b></p>
<p>I have read on the Transform4Europe Website of another partner university, that... (ex.: the deadline for the application is different)</p>	<p>Please only refer to the information provided here: <a href="https://www.uni-saarland.de/global/transform4europe/aktuelle-ausschreibungen-und-angebote.html">https://www.uni-saarland.de/global/transform4europe/aktuelle-ausschreibungen-und-angebote.html</a> Other universities may have other internal procedures and deadlines.</p>
<p>I have questions regarding the program or activities <b>at the partner university</b>. Who do I contact in these matters?</p>	<p>Please contact the T4EU Project Management Team at the Partner University directly in <b>English</b>. You can find the contact information in the program.</p>