

MT+ Add mobility for KA1 and KA3 projects

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This page explains how to add mobilities for a KA1 or KA3 project in Mobility Tool+, using the example of a KA105 - Youth mobility project for call year 2019.

The screens to **input the mobility details** allow you to fill in the basic participant details first, save the information as draft and continue the update later. Draft mobilities must be completed or removed before attempting to submit the beneficiary report, as they will not be considered in the budget summary.

It is also possible to complete all mobilities using the import and export of mobilities function in Mobility Tool+. See [MT+ Manage export and import of mobilities](#) for details on this feature.



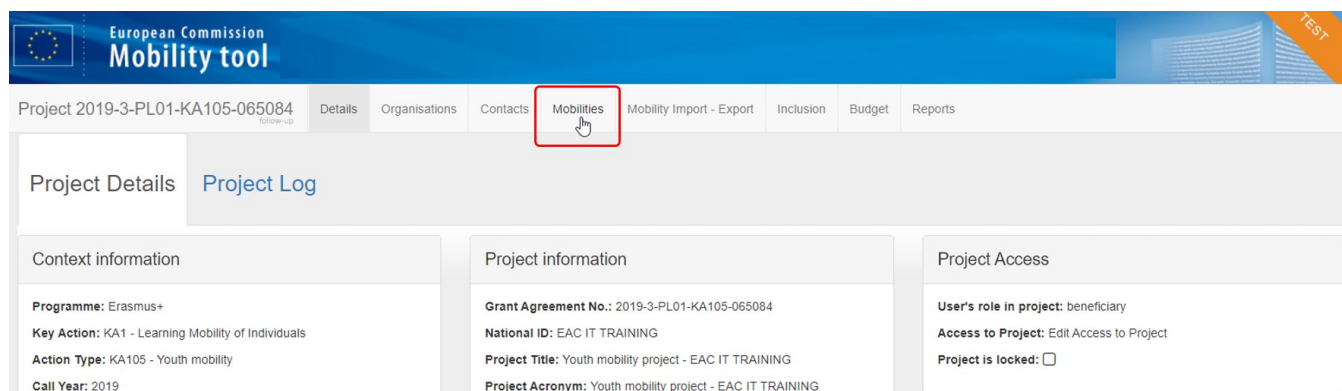
Important

For purposes of compliance with the **EU General Data Protection Regulation**, as of Call 2019 the field "EU Special Needs Description and Justification" is no longer available for participants flagged as having **special needs**. If you wish to provide additional details about the specific mobility using the other available comment fields, **do not include any sensitive information**, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, health or sexuality.

Steps

1. Click the "Mobilities" tab

In your project, click the **Mobilities** tab.

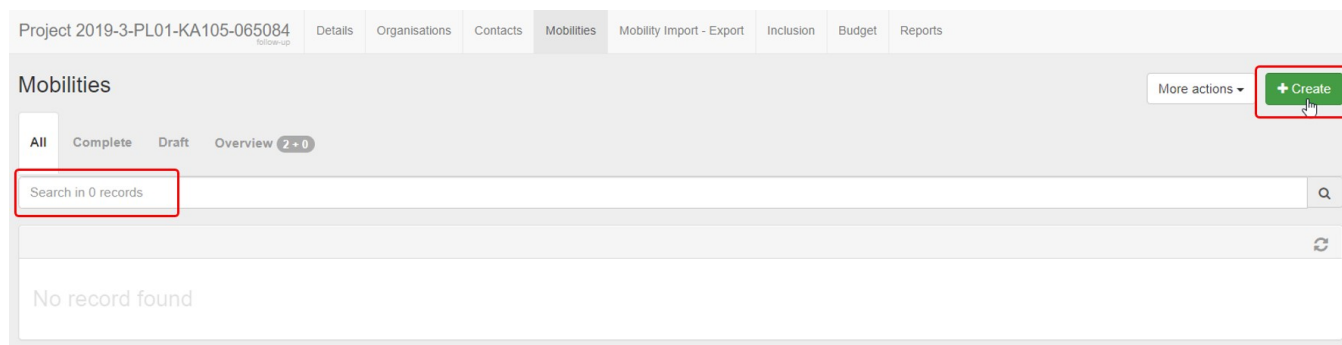


The screenshot shows the 'European Commission Mobility tool' interface. At the top, there is a blue header with the European Commission logo and the text 'Mobility tool'. Below the header, a navigation bar contains several tabs: 'Project 2019-3-PL01-KA105-065084', 'Details', 'Organisations', 'Contacts', 'Mobilities', 'Mobility Import - Export', 'Inclusion', 'Budget', and 'Reports'. The 'Mobilities' tab is highlighted with a red box and a mouse cursor. Below the navigation bar, the main content area is divided into three sections: 'Project Details', 'Project Log', and 'Project Access'. The 'Project Details' section contains information about the programme (Erasmus+), key action (KA1 - Learning Mobility of Individuals), action type (KA105 - Youth mobility), and call year (2019). The 'Project Log' section contains information about the grant agreement number (2019-3-PL01-KA105-065084), national ID (EAC IT TRAINING), project title (Youth mobility project - EAC IT TRAINING), and project acronym (Youth mobility project - EAC IT TRAINING). The 'Project Access' section contains information about the user's role in the project (beneficiary), access to the project (Edit Access to Project), and whether the project is locked (checkbox).

2. Click the "+ Create" button

When the project is created in Mobility Tool+ the **Mobilities** list is empty.

To add the first mobility, click on the **" + Create "** button. This button is only available if the project has the status **follow-up** or **processing**.



The screenshot shows the 'European Commission Mobility tool' interface with the 'Mobilities' tab selected. The main content area is titled 'Mobilities'. On the right side of the 'Mobilities' section, there is a 'More actions' dropdown menu and a green '+ Create' button, which is highlighted with a red box and a mouse cursor. Below the 'More actions' dropdown, there is a search bar with the text 'Search in 0 records' and a magnifying glass icon. Below the search bar, there is a message 'No record found'.

3. Fill in the "Create Mobility" section

The **Create Mobility** screen opens. This is the first of two sections you must fill in to register the mobility.

In this section you have to provide basic information on the mobility, including the participant's name.

Note the following:

1. The **Mobility ID** field is automatically created by using the last 6 digits of the project reference followed by MOB and then an incremental number. This number can be changed, but it must be unique in the project.
2. The **Activity Type** drop-down values differ according to the action type of your project.
Note: Once you start filling in the mobility details, it is still possible to change the activity type but you may lose certain activity-specific information.
3. All **mandatory fields** are marked with the orange **value required** label. This label will disappear when the respective fields are filled in.
4. The activity dates displayed under **Start Date** and **End Date** are prefilled. The dates can be adjusted, but they must remain within the **project duration**, which is indicated by the blue timeline.

The screenshot shows the 'Create Mobility' form within a 'Mobilities' section. The form contains several fields and a timeline. Red circles with numbers 1 through 4 highlight specific areas: 1 points to the 'Mobility ID' field (65084-MOB-00001); 2 points to the 'Activity Type' dropdown menu which is open, showing options like 'YOUTH-EXCH-P', 'YOUTH-EXCH-T', 'YOUTH-TNYW-P', 'YOUTH-TNYW-T', and 'YOUTH-APV-EXCH'; 3 points to the 'Participant First Name' field, which has an orange 'value required' label below it; 4 points to the 'Project Duration' timeline, which shows a blue bar from 29/11/2019 to 28/05/2020, with 'Start Date' (08/05/2020) and 'End Date' (09/05/2020) fields below it. Other fields include 'Participant Email', 'Participant Gender' (Female, Male, Undefined), 'Receiving Country', and 'Main Work Language', all with orange 'value required' labels. At the bottom, there are buttons for 'create new', 'continue updating', and 'back to the list', along with a 'values cannot be saved' message.

4. Before clicking on "Save", select an "after save" option

Once all the mandatory information is provided the **Save** button becomes available.

Select one of the following options before clicking on **Save**:

- **create new** - allows you to save this basic information as a draft mobility and create the next mobility, without having to return to the mobility list.
- **continue updating** - allows you to proceed to the next section and complete the details for the current mobility. This is the default selection.
- **back to the list** - allows you to save this basic information as a draft mobility and return to the mobility list.

In our example we select **continue updating** and click the **Save** button to proceed with the current mobility.

Create Mobility for LASTNAME Thomas

Mobility ID

65084-MOB-00001

Activity Type

YOUTH-EXCH-P : Youth Exchanges - Programme Countries

Participant First Name

Thomas

249 characters left

Participant Last Name

LASTNAME

247 characters left

Participant Email

mail@testmail.com

238 characters left

Participant Gender

Female

Male

Undefined

Project Duration

29/11/2019

28/05/2020

Start Date

07/01/2020

End Date

03/04/2020

Receiving Country

FR : France

after save

create new

continue updating

back to the list

after save

create new

continue updating

back to the list

Save

5. Fill in the "Mobility for..." section

5.1. General functionality

Once you have saved the mobility details, a new screen opens, indicating **Mobility for (Participant name)**. This is the second section to fill in and requires more detailed information about the participant and the mobility.

Note the following:

1. **Navigation menu** - The **Mobility for...** screen is divided into several smaller sections. Click on a specific tab in the navigation menu to jump to the relevant section. Tabs in red indicate missing information, tabs in blue and with a check indicate a complete section.
The available tabs differ according to the action type or the mobility. Certain sections may already be indicated as complete after saving the draft.
2. **Calculated EU grant** for the mobility in EUR - will update automatically when the respective fields used for the calculations are filled in.
3. **Status** - for newly created mobility the default status is **Draft**. It changes to **Complete** when all mandatory information is provided and the mobility is saved.
4. **Save button** - initially displays as **Values cannot be saved**. The button changes to **Save** as soon as some mandatory information is provided. Afterwards, you can save the draft mobility as many times as required. The mobility remains in **Draft** status until all mandatory information is completed.
5. **Invalid fields** - this section displays fields which require input, update or have an error. Clicking on an item brings you to the respective field in the mobility screen. The list of invalid fields will automatically shorten as you fill in the mobility information.
6. **Mandatory fields** - marked with the orange **value required** label.
7. **Information messages** - they are highlighted in blue and are available throughout the form to provide guidance on certain fields.

The screenshot shows the 'Mobility for LASTNAME Tho' form. At the top, there is a navigation bar with tabs: 'Mobility' (red), 'Participant' (blue with check), 'From / To' (blue with check), 'Duration' (blue with check), and 'Budget' (blue with check). To the right of the tabs, the budget is shown as '0.00 €' and the status as 'Draft'. Below the navigation bar, the form is divided into two main sections: 'MOBILITY' and 'PARTICIPANT'. The 'MOBILITY' section contains fields for 'Activity No.' (dropdown), 'Activity Type' (dropdown), 'Long-term activity' (checkbox), 'Mobility ID' (text), 'Participant Group' (text), 'Force Majeure?' (checkbox), and a 'Save' button. The 'PARTICIPANT' section contains fields for 'Participant ID', 'Participant First Name', 'Participant Last Name', 'Participant Email', 'Date of Birth', and 'Participant Gender'. Annotations 1-7 point to specific elements: 1 points to the 'Mobility' tab; 2 points to the budget '0.00 €'; 3 points to the 'Draft' status; 4 points to the 'Save' button; 5 points to the 'INVALID FIELDS' list; 6 points to the 'value required' label; 7 points to the 'Force Majeure?' checkbox. The 'INVALID FIELDS' list includes: 'Sending Country value required', 'Sending City value required', 'Date of Birth (dd/mm/yyyy) value required', 'Participant Group value required', 'Distance Band value required', 'Receiving City value required', 'Receiving Organisation selector value required', 'Activity No. value required', 'Sending Organisation selector value required', 'Nationality value required', and 'Duration of Mobility Period (days) too high, out of range'.

5.2. Fill in the "Mobility" details

The fields to fill in vary for the different action types. Make sure you read the onscreen information and instructions carefully, to provide the correct details.

In our example we have to select

- the **Activity No.** from the available drop-down, which should reflect the number for this activity used in the application or grant agreement.
- the **Participant Group**.

Note: Multiple activities can share the same activity number as long as the activity type is the same.

MOBILITY

Activity No. value required

Activity Type ☐ Long-term activity

Mobility ID

Participant Group value required

☐ Force Majeure ?

☒ This flag

☐ COVID-19 affected

MOBILITY

Activity No.

Activity Type ☐ Long-term activity

Mobility ID

Participant Group 253 characters left

☐ Force Majeure ?

☒ This flag is set automatically for Force Majeure mobilities ending in 2020 and whose Force Majeure comment contains the keyword "corona" or "covid"

☐ COVID-19 affected

Once the mandatory details are filled in, the Mobility tab in the navigation menu is checked. The **Save** button also becomes available.

Mobility for LASTNAME Thomas **Mobility** Participant From / To Duration Budget 0.00 € Draft

MOBILITY

Activity No.

Activity Type ☐ Long-term activity

Mobility ID

Participant Group 253 characters left

☐ Force Majeure ?

☒ This flag is set automatically for Force Majeure mobilities ending in 2020 and whose Force Majeure comment contains the keyword "corona" or "covid"

☐ COVID-19 affected

Mobility saved 2 minutes ago You have pending changes

Save

At least one Draft mandatory field is not valid highlight draft fields

INVALID FIELDS 11

Sending Country value required

Sending City value required

Date of Birth (dd/mm/yyyy) value required

Participant Group value required

Distance Band value required

5.2.1. "Force Majeure" flag

The **Force Majeure** check box is also displayed in this part of the mobility screen.

Mobilities which due to an unforeseeable exceptional situation or event beyond the individual participant's control could not be started or completed have to be marked as Force Majeure. These situations can arise at any time including factors such as sudden disease, accidents, death, earthquakes and other causes beyond the control of the participant.

When the **Force Majeure** checkbox is checked the comment field **Force Majeure Explanations** becomes available and must be completed. The justifications for indicating the activity as **Force Majeure** must be added here.

MOBILITY

Activity No. Activity Type ☐ Long-term activity

Mobility ID Participant Group

☒ Force Majeure ?

Force Majeure Explanations
Data collected in Mobility Tool+ should not contain any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life.

value required

5.2.2. "COVID-19 affected" flag

Mobilities having an end date within 2020, the Force Majeure flag checked, and for which the provided **Force Majeure Explanations** contain keywords such as "corona" or "covid" will automatically have the "COVID-19 affected" flag set. The same rule applies for importing of mobilities. The same rule applies for the export and import of mobilities: the flag is not visible in the Excel files but is automatically set in Mobility Tool+ on import, if the conditions are met.

To indicate a mobility as **COVID-19 affected**:

1. Tick the **Force Majeure ?** check box.
2. Add an explanatory comment including the word "covid" or "corona".
3. The **end date** of the mobility has to be in 2020 (to be specified in the duration section).
4. Note that the **Covid-19 affected** flag is checked as conditions 1-3 are fulfilled.

For additional information and guidance on **Force Majeure due to COVID-19**, please see [MT+ Force majeure guidance due to Coronavirus](#).

MOBILITY

Activity No. Activity Type ☐ Long-term activity

Mobility ID Participant Group

☒ Force Majeure ?

Force Majeure Explanations
Data collected in Mobility Tool+ should not contain any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life.

1944 characters left

☒ COVID-19 affected

DURATION

Project Duration

Start Date

End Date

Duration Calculated (days)

Interruption Duration (days)

5.3. Fill in the "Participant" details

Access the **Participant** section either by scrolling down or by clicking on the **Participant** tab in the navigation menu. The information required here varies per action and activity type. Some details are already filled as they were provided in the first step of creating the mobility.

In our example, we only have to provide the **Date of Birth** and **Nationality** of the mobility. In the **Participant ID** you can provide an alpha-numeric identification code for the participant. It must be unique for the project but it is not mandatory.

Mobility for LASTNAME Thomas [Mobility](#) ✓ **Participant** [From / To](#) [Duration](#) [Budget](#) ✓

PARTICIPANT

Participant Data Certifications (0 max. 3)

Participant ID:

Participant First Name:

Participant Last Name:

Participant Email:

Date of Birth (dd/mm/yyyy):

Participant Gender: ☐ Female ☐ Male ☐ Undefined

Nationality:

PARTICIPANT

Participant Data Certifications (0 max. 3)

Participant ID:

Participant First Name:

Participant Last Name:

Participant Email:

Date of Birth (dd/mm/yyyy): Age 21

Participant Gender: ☐ Female ☒ Male ☐ Undefined

Nationality:

Main Instruction/Work/Volunteering Language:

Other Used Languages: Max selection 3

☐ Accompanying Person ☐ Participant With Special Needs ☐ Participant With Fewer Opportunities

☐ Group Leader / Trainer / Facilitator

For details on how to fill in this section for **Youth EVS** (European Voluntary Service - Programme Countries) mobilities flagged as long term, please see [MT+ Volunteer from European Solidarity Corps](#).

5.3.1. Individual Participant Flags

The **Participant** section also displays a variety of flags such as **Accompanying Person** or **Participant with Special Needs**. These check boxes vary depending on the key action, action type and activity type.

☐ Accompanying Person ☐ Participant With Special Needs ☐ Participant With Fewer Opportunities

☐ Group Leader / Trainer / Facilitator

They may also affect the budget fields, additional participant tabs in the mobility screen and/or require additional fields to be filled in.

For example:

- A participant indicated as an accompanying person will not have to complete the participant report and the tab for the participant report in the Participant section will not appear.
- If you flag a mobility as **Participant with Special Needs** in a KA105 project, the **EU Special Needs Support section** under the **Budget** section requires to be filled in.

Check the appropriate flags for the mobility.

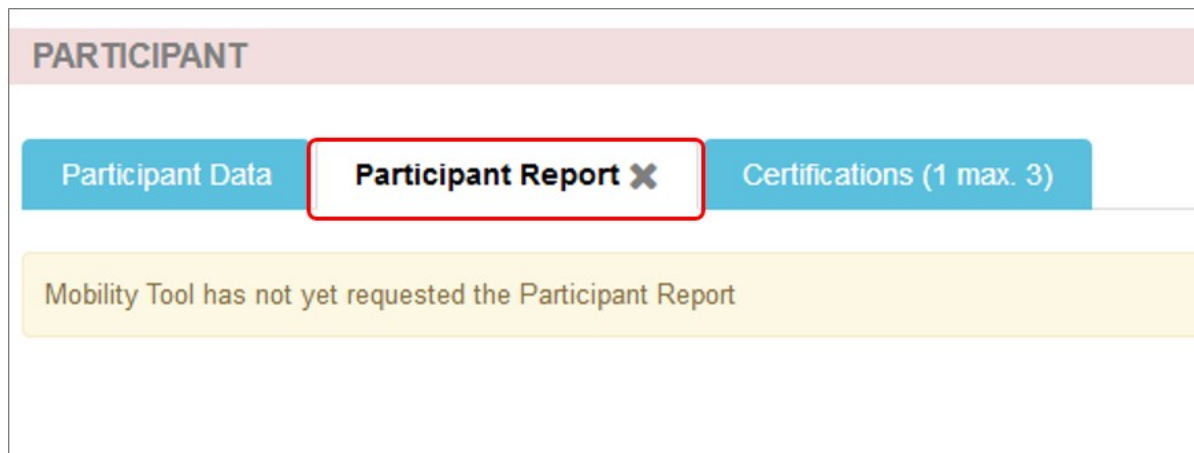


Remember:

For compliance with the **EU General Data Protection Regulation**, please **do not include any sensitive information about the participant's personal situation** related to special needs, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, health or sexuality.

5.3.2. Participant Report, Certification and Recognition tabs

For further details about the Participant Reports, please see [MT+ Manage KA1 participant report](#).



The screenshot shows a web interface for a participant report. At the top, there is a header bar labeled "PARTICIPANT". Below this, there are three tabs: "Participant Data", "Participant Report X", and "Certifications (1 max. 3)". The "Participant Report X" tab is currently selected and highlighted with a red border. Below the tabs, there is a yellow message box that reads "Mobility Tool has not yet requested the Participant Report".

The **Certifications** tab is available for all actions, except for KA103 and KA107. Here you have the option to provide information on certifications the participant might receive. To do so:

1. Click the **Certifications** tab.
2. Click **+create new**.
3. Select from the available drop-downs the **Certifying Organisation** and **Certification Type**.
4. Click **Add**.
5. The certification displays, including **Edit** and **Delete** buttons.

PARTICIPANT

Participant DataParticipant Report X

1Certifications (0 max. 3)

2+ create new

Certifying OrganisationCertification Type

PARTICIPANT

Participant DataParticipant Report XCertifications (0 max. 3)

+ create new

3

Certifying OrganisationCENTRE DES SUREAUX

Certification TypeCourse specific certificate

4Add

Participant DataParticipant Report X

Certifications (1 max. 3)

+ create new

5

Certifying OrganisationCertification Type

CENTRE DES SUREAUXCourse specific certificateEditDelete

The **Recognition** tab will only appear for **HE projects** (KA103 and KA107). The page [MT+ How to manage Survey on Recognition](#) provides details.

PARTICIPANT

Participant DataParticipant Report X

Recognition of Learning Outcomes (0 max. 1)

+ create new

Number of Recognised Credits or Equivalent Units

5.4. Fill in the "From/To" details

Select the **Sending** and **Receiving Organisation** from the respective drop-downs. The **Sending Country**, **Sending City**, **Receiving Country** and **Receiving City** are automatically filled in based on your selection.

To confirm the correct **Distance Band**, use the **Link to the distance calculator**. Select the calculated distance from the available drop-down. The distance band will automatically update the budget values with the correct travel grant for that activity type and distance band in the budget section. When the **From/To** section is complete and the mobility saved, the **budget** section is updated accordingly.

Note: If the sending or receiving organisation has not yet been [added to the project](#), for certain action types you can add it at this point via the **create** button at the top of each drop-down box.

FROM / TO

Sending Organisation selector

select organisation

create

view

Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa Przyjaciół Dzieci Helenow

Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa Przyjaciół Dzieci Helenow

EAC TRAIN Organisation ABC

value required

Receiving Organisation selector

select organisation

create

value required

Sending Country

value required

Sending City

value required

Receiving Country

FR : France

Receiving City

value required

FROM / TO

Sending Organisation selector

select organisation

create

view

Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa Przyjaciół Dzieci H

value required

Receiving Organisation selector

select organisation

create

view

FR : EAC TRAIN Organisation ABC

value required

Sending Country

PL : Poland

Sending City

Warszawa

247 characters left

Receiving Country

FR : France

Receiving City

Paris

250 characters left

Distance Band

Link to distance calculator

500 - 1999 km

5.5. Fill in the "Duration" details

Check and update the start and end dates of the mobility. The minimum and maximum duration in days applicable for the selected activity type is highlighted above the **Duration Calculated (days)** field. If these limits are exceeded, a warning message displays.

If there is a break in the mobility, the **Interruption Duration (days)** field has to be filled in. This duration is subtracted from the total duration of the mobility.

Any **Travel days (max. 2)** you enter are also added to the total duration.

When the **duration** section is complete, the **budget** information is updated again.



Take note

A full month is defined as 30 days. Fields such as **Funded Duration (full months)** use this 30 days base for the automatic calculations.

DURATION

Project Duration 29/11/2019 28/05/2020

Start Date	End Date
01/04/2020	18/04/2020

Duration Calculated (days) 18

Interruption Duration (days) 0

Duration of Mobility Period (days) 5 - 21 18

Travel Days (max. 2) 0 - 2 0

Non-Funded Duration (days) 0

Funded Duration (days) 18

Funded Duration (full months) 0

Once all sections have been updated the mobility status changes from Draft to **Complete**.

[back to list](#) [Export PDF](#)

Mobility for LASTNAME Thomas	Mobility ✓	Participant ✓	From / To ✓	Duration ✓	Budget ✓	1,035.00 €	Complete
------------------------------	------------	---------------	-------------	------------	----------	------------	----------

Mobility saved 3 hours ago You have pending changes

Save

HISTORY INFORMATION

Created on 08/05/2020 11:00:56 by UNKNOWN UNKNOWN

Updated on 11/05/2020 08:20:57 by UNKNOWN UNKNOWN

5.6. Check the "Budget" details

The **EU Travel Grant** is based on the selected distance band. Additional costs are calculated automatically or can be added here, depending on the action and activity type selected for the mobility.

In the example below the organisational support is indicated as 38.00 € per day. This means that the organisational support amount is automatically calculated based on the **Funded Duration (days)**, as calculated in the **Duration** section, multiplied by the **Organisational Support Grant/Day**.

For further details about the **Exceptional costs for expensive travel check box**, please see [MT+ Exceptional costs for expensive travel](#).

The **EU Mobility Total Grant (calculated)** is the sum of all relevant mobility costs.

BUDGET

TRAVEL GRANT

☐ EU Travel Grant - Grant Not Required

EU Travel Grant

275.00 €

☐ Request Exceptional Costs for Expensive Travel?

ORGANISATIONAL SUPPORT

Organisational Support Grant/Day

38.00 €

☐ Organisational Support - Grant Not Required

Organisational Support

760.00 €

TOTAL CALCULATIONS

Exceptional Costs

0.00 €

EU Mobility Total Grant (calculated)

1,035.00 €

5.7. Add "Mobility Comments" (optional)

If you wish to provide any additional explanations regarding the mobility, you can do so in the **Mobility Comments** field at the bottom of the mobility screen.

Please make sure you do not reveal any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life, in compliance with the **EU General Data Protection Regulation**.

MOBILITY COMMENTS

Overall Comments

Data collected in Mobility Tool+ should not contain any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and of data concerning health or sex life.

6. Click on "Save"

Click on **Save**.

[back to list](#) **Mobilities** [Export PDF](#)

Mobility for LASTNAME Thomas

Mobility ✓

Participant ✓

From / To ✓

Duration ✓

Budget ✓

1,035.00 €

Complete

MOBILITY

Activity No.

A1

 Activity Type

YOUTH-EXCH-P : Youth Exchanges - Programme Countrie

☐ Long-term activity

Mobility ID

65084-MOB-00001

 Participant Group

01

253 characters left

☐ Force Majeure ?
This flag is set automatically for Force Majeurs mobilities ending in 2020 and whose Force Majeurs comment contains the keyword "corona" or "covid"

☐ COVID-19 affected

Mobility saved 6 minutes ago You have pending changes

Save

HISTORY INFORMATION

Created on 08/05/2020 11:00:56 by UNKNOWN UNKNOWN

Updated on 08/05/2020 11:00:56 by UNKNOWN UNKNOWN

7. Click the "back to list" button

To go back to the list of mobilities, click the **back to list** button at the top left of the screen. Here you also have the option to **Export** the mobility information as a **PDF** file.

[back to list](#)

Mobilities [Export PDF](#)

Mobility for LASTNAME Thomas

Mobility ✓

Participant ✓

From / To ✓

Duration ✓

Budget ✓

1,035.00 €

Complete

MOBILITY

Activity No.

A1

 Activity Type

YOUTH-EXCH-P : Youth Exchanges - Programme Countrie

☐ Long-term activity

Mobility ID

65084-MOB-00001

 Participant Group

01

Mobility saved a few seconds ago

Revalidate and Save

HISTORY INFORMATION

Created on 08/05/2020 11:00:56 by UNKNOWN UNKNOWN

Updated on 08/05/2020 11:07:37 by UNKNOWN UNKNOWN

8. The mobility in the list of mobilities

8.1. The mobility in the different list tabs

The added mobility now appears in the list of mobilities, under the **All** tab. Since the mobility has been completed it also appears under the **Complete** tab.

Project 2019-3-PL01

Mobilities

More actions + Create

All 1 Complete 1 Draft Overview 2+1

Search in 1 records

selection export bulk operations

Participant First Name	Participant Last Name	Participant Email	Activity No.	Activity Type *	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	Requested On	Received On	EU Mobility Total Grant (calculated)
Thomas	LASTNAME	mail@testmail.com	A1	YOUTH-EXCH-P	65084-MOB-00001	Poland	France	01/04/2020	18/04/2020	✓				1035

10 25 50 100

1

Any draft mobilities will be visible under the **All** and the **Draft** tab. Such mobilities have to be completed, via the [Edit](#) functionality.

Mobilities

More actions + Create

All 2 Complete 1 Draft 1 Overview 2+1

Search in 1 records

selection export bulk operations

Participant First Name	Participant Last Name	Participant Email	Activity No.	Activity Type *	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	Requested On	Received On	EU Mobility Total Grant (calculated)
Anna	SURNAME	mail@mail.test	A1	YOUTH-EXCH-P	65084-MOB-00002	Poland	France	01/04/2020	18/04/2020	✗				1035

10 25 50 100

1

The **Overview** tab is available in the list of mobilities for certain action types. See [MT+ Mobility list view - Overview tab \(KA101, KA102, KA104, KA105 and KA116 only\)](#) for details.

Project 2015-1-FR01-KA102-014643 processing

Details Dashboard Organisations Contacts Mobilities Mobility Import - Export Budget Reports

Mobilities

More actions + Create

All 1 Overview 2+1

Search in 1 records

selection export bulk operations

Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Report Status
Peter	SURNAME	testmail@test.com	VET-STA	14643-MOB-00001	Luxembourg	France	31/03/2017	21/05/2017	Ready

10 25 50 100

1

Additional information on the general list functionalities in Mobility Tool+ is available under [MT+ List functionality](#).

8.2. "Copy" mobility functionality

The **Copy** function allows you to copy most details from an already existing mobility to create a new mobility. In the newly opened draft mobility screen you will only have to provide the missing information as indicated in the **Invalid Fields** section and save.

See [MT+ Copy mobility details](#) for more details and step-by-step instructions.

Mobilities

More actions

Create

All 2

Complete 1

Draft 1

Overview 2+1

Search in 2 records

selection

export

bulk operations

Participant First Name	Participant Last Name	Participant Email	Activity No.	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	Requested On	Received On
Thomas	LASTNAME	mail@testmail.com	A1	YOUTH-EXCH-P	65084-MOB-00001	Poland	France	01/04/2020	18/04/2020	✓			
Anna	SURNAME	mail@mail test	A1	YOUTH-EXCH-P	65084-MOB-00002	Poland	France	01/04/2020	18/04/2020	✗			

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8.3. View a mobility

To view the details of a mobility, click the **view** icon. The details screen opens, but no information can be edited. If you would need to edit the viewed mobility from here, click the **Edit icon** in the right hand top corner of the screen.

Mobilities

More actions

Create

All 2

Complete 1

Draft 1

Overview 2+1

Search in 2 records

selection

export

bulk operations

Participant First Name	Participant Last Name	Participant Email	Activity No.	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	EU Mo Grant (caricature)
Thomas	LASTNAME	mail@testmail.com	A1	YOUTH-EXCH-P	65084-MOB-00001	Poland	France	01/04/2020	18/04/2020	✓		1035
Anna	SURNAME	mail@mail test	A1	YOUTH-EXCH-P	65084-MOB-00002	Poland	France	01/04/2020	18/04/2020	✗		1035

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Project 2019-3-PL01-KA105-065084

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Mobility Import - Export

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Mobilities

Export PDF

Edit

Mobility for LASTNAME Thomas

Mobility ✓

Participant ✓

From / To ✓

Duration ✓

Budget ✓

1,035.00 €

Complete

MOBILITY

Mobility saved 5 hours ago

Nothing to save

Activity No.

A1

Activity Type

YOUTH-EXCH-P : Youth Exchanges - Programme Count

Long-term activity

8.4. Edit a mobility

To edit details for a mobility, click the **Edit (pencil) icon**. The mobility details screen opens and you can make the required adjustments.

If there are any invalid fields, they are listed. Clicking on an available item brings you directly to the respective field in the mobility screen.

Mobilities

More actions + Create

All 2

Complete 1

Draft 1

Overview 2+1

Search in 2 records

selection

export

bulk operations

	Participant First Name	Participant Last Name	Participant Email	Activity No.	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	EU Mobility Grant (calci	
<input type="radio"/>	Thomas	LASTNAME	mail@testmail.com	A1	YOUTH-EXCH-P	65084-MOB-00001	Poland	France	01/04/2020	18/04/2020	✓		1035	<div> <div>Edit</div> <div></div> <div></div> </div>
<input type="radio"/>	Anna	SURNAME	mail@mail.test	A1	YOUTH-EXCH-P	65084-MOB-00002	Poland	France	01/04/2020	18/04/2020	✗		1035	<div> <div></div> <div></div> <div>Edit</div> </div>

10

25

50

100

<

1

>

back to list

Mobilities

Export PDF

Mobility for SURNAME Anna

Mobility ✓

Participant

From / To ✓

Duration ✓

Budget ✓

1,035.00 €

Draft

MOBILITY

Activity No.

A1

Activity Type

YOUTH-EXCH-P : Youth Exchanges - Programme Countrie

Long-term activity

Mobility ID

65084-MOB-00002

Participant Group

01

Force Majeure ?

This flag is set automatically for Force Majeure mobilities ending in 2020 and whose Force Majeure comment contains the keyword "corona" or "covid"

COVID-19 affected

INVALID FIELDS 1

Nationality value required

HISTORY INFORMATION

Created on 11/05/2020 13:09:08 by UNKNOWN UNKNOWN

Updated on 11/05/2020 13:09:08 by UNKNOWN UNKNOWN

8.5. Delete a mobility

To delete a mobility, click the **Delete (bin)** icon. Confirm the deletion in the pop-up dialog.

Depending on the mobility you are deleting, additional warning messages may display. Read them carefully before you confirm the deletion.

9. Costs for Covid Tests

As COVID testing has become more and more a pre-requisite for physical mobilities abroad, the costs related to such tests are also eligible for funding under the exceptional costs category. The reimbursement rate is set at 100% of the eligible costs actually incurred.

In **KA1** and **KA3** projects, costs related to Covid tests, if applicable, have to be provided as **Exceptional Costs for Services and Equipment** in the **Budget** screen, and not as part of a mobility, with the exception of KA107 - Higher education student and staff mobility between Programme and Partner Countries projects. For these projects, the Exceptional Costs for Services and Equipment is available in the mobility screen. See [MT+ Exceptional costs for services and equipment](#) for details.

Project 2020-1-PL01-KA105-065272 processing Details Organisations Contacts Mobilities Mobility Import - Export Inclusion **Budget** Reports

Budget [Export PDF](#)

Nothing to save

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool+)	% Current/Approved budget
Total Project	45655 €	7459 €	16,34 %
Exceptional costs - Guarantee	0 €	5.733,00	
Exceptional Costs for Services and Equipment		<div>4.586,5 € 0,00</div>	

Activity type

Related articles

- [MT+ Add mobility for KA1 and KA3 projects](#)
- [MT+ Basics and variations of the mobility screen for KA1](#)
- [MT+ Certifications for mobilities \(2017\)](#)
- [MT+ Combined Teaching and Training](#)
- [MT+ Copy mobility details](#)
- [MT+ Data Dictionary](#)
- [MT+ Disadvantaged Background KA107 \(2019\)](#)
- [MT+ Expensive Domestic Travels](#)
- [MT+ How to edit the mobility import file](#)
- [MT+ How to export and import mobilities using xls](#)
- [MT+ How to manage Survey on Recognition](#)
- [MT+ How to read the error log](#)
- [MT+ How to view the error log](#)
- [MT+ How to work with CSV](#)
- [MT+ KA1 and KA3 Budget screen](#)