

Teachers Education Academy

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Harju maakond, Tallinn, Lasnamäe linnaosa, Lõõtsa tn 2a, 11415
Tallinn/Estonia WhatsApp. +372 58316839 OID :E10280402

Erasmus+ Budget Planning Template

A Practical Financial Planning Guide for Erasmus+ Mobility Projects

Prepared by Teachers Education Academy

Project Information

Project Title: _____

Programme:

- School Education
- Vocational Education (VET)
- Adult Education

Project Number: _____

Coordinator: _____

Partner Organisation: _____

Mobility Country: _____

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Participant Planning

Mobility Type

Participants

Staff

Learners

Accompanying Persons

Total

Mobility Schedule

Activity Start Date End Date Days

Estimated Budget

Budget Category

Estimated (€) Actual (€)

Individual Support

Travel Support

Course Fees

Accommodation (if applicable)

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Budget Category **Estimated (€)** **Actual (€)**

Other Costs

TOTAL

Travel Planning

Participant Flight Accommodation Status

Budget Monitoring

- Budget checked
 - Travel booked
 - Course confirmed
 - Grant received
 - Payments completed
 - Supporting documents collected
-

Financial Notes

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Final Verification

- Budget matches project activities.
 - All participant costs verified.
 - Supporting documents archived.
 - Financial records completed.
 - Final report ready.
-

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