



Checklist: KA1 – Final Report: VET Learning Mobility of Sending Organisation – Learners’ mobility for training in vocational education and training

FINAL REPORT MOBILITY

✓ Did you follow the EUKCEM step-by-step guidance to the final report and fill in the Mobility Tool properly?	<input type="checkbox"/>
✓ Have you added the parts of the budget which are not filled in automatically (management and exceptional costs)?	<input type="checkbox"/>
✓ Did you update the summary of the project upon completion containing the goals achieved?	<input type="checkbox"/>
✓ Is the information in the final report consistent with the information uploaded to the Erasmus+ Result Platform	<input type="checkbox"/>
✓ Do you have proof of what you did during the project (reports by beneficiaries, pictures, meeting minutes, dissemination activities...)?	<input type="checkbox"/>
✓ Did you attach the Declaration of Honour	<input type="checkbox"/>
✓ In case you had exceptional costs, did you upload the receipts for the costs reported?	<input type="checkbox"/>
✓ Make sure to send the report well before the deadline, also in case not to risk problems due to the technical problems	<input type="checkbox"/>
✓ Make sure that you keep all proofs for content related activities but also budget items at least 5 years after the end of the project. You might need these documents in case of an audit.	<input type="checkbox"/>
✓ Check in the agreement with your National Agency if they need additional proofs or documents already when submitting the final report	<input type="checkbox"/>