



**European Judicial Training Network**

**CORPORATE FINANCIAL POLICY FOR THE  
ACTIVITIES IMPLEMENTED BY EJTN**

## INTRODUCTION

### 1. Introduction

- 1.1. Unless the contrary is previously advertised by the Secretariat, the attendance to any EJTN activity entitles the participant, or his/her sending institution, the right to be reimbursed of his/her expenses within the strict terms and conditions defined in this document.
- 1.2. These rules aim at establishing, in a clear and unique set, the EJTN Corporate Financial Policy governing the eligibility criteria and the terms under which this reimbursement is made.
- 1.3. For the purposes of this document, an EJTN activity is defined as being any event integrated in the Network's programme of activities as foreseen in its operating annual budget (meetings, seminars, exchange programme internships, study visits, etc...) as well as any other where the attendance of the participant either in representation or in the interest of the Network is authorized by the Secretary General.
- 1.4. This Regulation will apply to any EJTN activity, with the exception of those governed by a financial instrument other than the EJTN Ordinary Annual Operating Budget, whenever its respective rules of execution expressly contradict the current statements.
- 1.5. As provided by the Financial Regulation (Council Regulation (EC, Euratom) No 1605/2002) at its Article 111, in no circumstance shall the same costs be financed twice by the EU budget. This Regulation also applies to any activity funded by EJTN even in the event where a participant attends two different activities organised at the same period in time. If such case occurs, only the longer term activity will be financed.

## II

### EJTN MEETINGS AND TRAINING ACTIVITIES

#### **2. Eligibility criteria for the attendance to EJTN Meetings and Training activities**

**2.1.** The following participants' expenses are financed by EJTN:

- 2.1.1.** Delegates attending the General Assembly: two participants per member with the exception of the situations where a country is represented by several members; in this case EJTN will finance one participant per member, only.
- 2.1.2.** Delegates attending the Steering Committee, the Working Groups and the sub-working groups: one participant per member elected in the bodies, unless otherwise approved by the Steering Committee.
- 2.1.3.** Delegates attending Exchange Programme Contact Point meetings: one participant per partner' institutions.
- 2.1.4.** Seminars and other activities: the number of participants allocated to each member in the activity description form.
- 2.1.5.** Auditors attending the Steering Committee and the General Assembly upon invitation from the Secretary General.
- 2.1.6.** EJTN personnel: the attendance is designated by the Secretary General upon his own discretion and within the limits foreseen in the annual EJTN budget.

**2.2.** The Secretary General is entitled to invite any other members or third parties to any of the above meetings or seminars following an advice, as appropriate, either of the Steering Committee, of the Chair of the Steering Committee or the Working Group Conveners.

**2.3.** The rules contained in this regulation will apply, duly adapted, both to the EJTN Secretary General or to any other entity, when acting in the official representation of the Network in any kind of meeting or event.

#### **3. Terms of Reimbursement**

**3.1.** The reimbursement applies both to the participant's travel and ordinary expenses, the latter being made under the form of the payment of a daily allowance (per diem).

**3.2.** The reimbursement will be done within 2 months after the event and upon reception of the complete file from participant within the deadline set.

#### **4. Travel expenses**

- 4.1.** The total eligible costs for the round trip will not exceed 400 Euros. Any exceeding amount shall be at the charge either of the participant or of his/her sending institution.
- 4.2.** Exceptions from the Corporate Financial Policy (e.g. amounts in excess of 400 Euros, variation in travel class) may be claimed if duly justified (e.g. urgency, complex route, island...) with an explanatory note addressed to the Secretary General before any financial commitment is made. Such a request shall be appreciated discretionally and on a case-by-case basis.
- 4.3.** In no case shall costs derived from excess luggage or travel insurances be reimbursed. For the avoidance of doubt, and although the 400 Euros limit will be still applying, it will not be considered “an excess luggage cost” any expense related to the transport of one single piece of registered luggage per person whenever such cost is not included in the ticket’s price; In order to be entitled to the reimbursement of such costs, participants must provide, in addition to their travel documents, sufficient evidence that the transport of such piece of luggage was not included in the paid airline fare.
- 4.4.** All transport claims must be justified by means of the expense claim form to which the pertinent travel documents, indicated below, shall be attached.
- 4.5.** The travel expenses incurred by participants are reimbursed on the basis of the most cost-effective means of transport between the institution in the country of origin and the place of the event in the hosting country.
- 4.6.** Participants travelling from a non-EU country will be reimbursed for an amount equal to a travel between his/her national/resident EU country and the hosting country of the event. This applies also to overseas territories. Participants in such situation must do a simulation of the normal trip from their home country to the venue while booking the trip they intend to do. This simulation must be included in the cost claim to be sent after the event.
- 4.7.** Participant combining an EJTN activity with another professional or private activity will be reimbursed on the basis of the less expensive journey and avoiding double funding.
- 4.8.** Depending on the mean of transport used, the reimbursement is made as follows:
  - Travel by plane: cost of an economy class ticket
  - Travel by rail: cost of first-class ticket on the shortest way for a round trip;
  - Travel by car: cost of 0,22 EUR per kilometre for a round trip up to a maximum of 1.200 km calculated on the basis of the shortest route (itinerary mapping in support – Michelin/Google Internet Maps):            km  
x 2 (in-out) x 0,22 € / km =
  - Participants travelling by private car do so at their own risk. The EJTN disclaims all liability in respect of any damages or accidents that may occur to the car or third parties. In case of car sharing, the expenditures of

transport by private car will be reimbursed to the participant appointed to EJTN. This is also applicable in case of a taxi share.

- Except in case of early departure and/or late arrival expressly requested for the purpose of attending the event, and in duly substantiated cases assessed on a case-by-case basis, local travels (e.g. taxi etc.) are not subject to reimbursement. Local travels, which are supposed to be covered by the per diem allowance paid to the participants (see infra), should be understood in the following cases:
  - Travels within the city of departure of the participant.
  - Travels within the city arrival (where the event/activity takes place);
  - Travels within any city of transit,
  - Between the airport and the city of departure, any city of transit and the city of arrival.

**4.9.** The right to be reimbursed expires after two reminders have been sent to the participant requesting the submission of the necessary documentation, without any feedback or follow-up from his/her part within the deadline set in the last reminder.

## **5. Per diems - General**

- 5.1.** Per diems are due to attendees at EJTN meetings and events that take place outside their country of residence.
- 5.2.** The per diem is calculated on the basis of the information provided in the registration form and the expense claim form to be filled in by each funded participant.
- 5.3.** The annexe 1 (table of per diem) indicates the amount paid by EJTN according to the country where the event<sup>1</sup> takes place. The per diem is considered to cover any and all of the participant's expenses other than the round trip referred to in the article 4.1., namely including accommodation, sundry expenses, meals and local travels as described in article 4.8.
- 5.4.** When catering or other expenses are paid or offered, the per diem is reduced either in the amount of its actual cost basis, if paid by EJTN, or by reducing it by 15 EUR for a lunch and 25 EUR for a dinner, if paid by a third party.

## **6. Per Diem calculation method**

- 6.1.** The number of per diems to be paid equals the number of nights between the days of the event and the night before the event (if justified). The last day of

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<sup>1</sup> Per diem rates were reduced to 75% of those used in the framework of EC-funded external aid contracts (fractions rounded up to the next Euro unit) and therefore subject to variations according to regular updates made by the European institutions (source: update of 14/12/2010 [http://ec.europa.eu/europeaid/work/procedures/implementation/per\\_diems/documents/perdiem\\_201012\\_version\\_to\\_be\\_published.pdf](http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/documents/perdiem_201012_version_to_be_published.pdf)). Per diem rates should be those in force at the beginning of the year and should not be changed in the course of implementation of any project, grant or activity.

event gives right to an half (1/2) per diem. The same applies for a one (1) day event. However, a full per diem will be paid for the last day of event / one-day event, if the participant demonstrates that s/he cannot return in the same day the meeting ends due to unavailable transport, before any financial commitment is made.

- 6.2. The length of the stay abroad is determined by the documental evidence provided by the participant according to article 8.3. below.

## **7. Special situations applying to travel and per diems**

- 7.1. In special circumstances previously advertised to the participants, and upon the Secretary General's discretion, any funded delegates whose expenses would be statutorily borne by EJTN, may see their per diem replaced, in whole or in part, by the direct payment by the EJTN to the service providers of accommodation, meals and/or any other services. In such cases, participants who chose to make use of different service providers, will nevertheless see their per diem reduced in whole or in part.
- 7.2. Participants residing in the country where the event takes place and as far as their expenses are not covered by their national institution will be entitled to the reimbursement of their travel for a maximum of 200€ and their daily expenses due to the attendance of the meeting for the maximum of the per diem applied and on the basis of their actual costs and upon presentation of dully substantiated receipts supplied by the participant or the invoice issued to the organizer.
- 7.3. Participants with reduced mobility may benefit from the reimbursement of additional expenses upon documented request to be assessed by the Secretary General on a case-by-case basis.
- 7.4. For calculation of per diem purposes, attendance to successive/consecutive meetings or activities is dealt as if they constituted one single meeting.

## **8. Payment procedure**

- 8.1. Payment of per diems and travel expenses is made in a single instalment after the event, upon submission of the documents listed in paragraph 8.3 below.
- 8.2. In particular cases properly grounded, the Secretary General is entitled to authorise the pre-payment to the participant of a percentage of the expected per diem.
- 8.3. Payments will not be made without the submission of the following documents to EJTN Secretariat:
  - a) the registration form (before the event)
  - b) the expense claim form
  - c) the following travel documents depending on the mean of transport used:
    - If s/he has travelled by plane:

- the invoice from the airline or travel agency
  - a copy of the flight ticket
  - the **original of all the boarding passes** (excluding when they are issued in electronic format) corresponding to the journey or a certificate from the airline that the ticket was flown. Mobile boarding passes must be printed and added to the costs claim.
- If s/he has travelled by train:
    - the invoice from the train company (if applicable)
    - the **original** of the train tickets. Mobile train ticket must be printed and added to the costs claim.
  - if s/he has travelled by private car:
    - an itinerary mapping & detailing the journey to which will be applied the following calculation with a limit to a maximum of 1.200 km calculated on the basis of the shortest route (itinerary mapping in support – Michelin/Google Internet Maps):            km x 2 (in-out) x 0,22 € / km =

### III

## EXCHANGE PROGRAMME (EXCHANGES, AIAKOS AND STUDY VISITS...)

### 9. General

- 9.1. All the above rules governing reimbursement of travel costs and payment of per diems in meetings and training activities will apply on Exchange Programme activities unless otherwise stated below.
- 9.2. Participation in any kind of exchange programme activities organised by EJTN is defined by the appropriate set of rules established by the Exchange Programme Working Group.

### 10. Travel Expenses

For those exchanges or study visits entitling the participant to at least 11 full daily allowances no travel expenses will be reimbursed, as the corresponding amount is integrated in the rate of the daily allowances.

### 11. Per diems

- 11.1. The annexe 1 (table of per diem) indicates the amount of per diem applicable to any exchange, AIAKOS and study visit that entitles the participant to less than 7 full daily allowances and indicates the amount of the per diem paid by EJTN according to the country where the event takes place. The per diem is

considered to cover any and all of the participant's expenses other than the roundtrip referred to in the article 4.1., namely including accommodation, sundry expenses, meals and local travels as referred under article 4.8.

**11.2.** The annexe 1 (table of per diem) indicates the amount of per diem applicable to any exchange and study visits that, according to their rules of execution, entitle the participant to at least 11<sup>2</sup> but not more than 13 full daily allowances. The indicated amount of the per diem to be granted is supposed to cover all travel costs, including international travel, as well as accommodation, meals and sundry expenses and will be paid according to the country where the activity<sup>3</sup> takes place.

Exchanges that last 3 months or more are paid with an invariable 120 EUR per diem rate for the day before event (if justified), the full working days and weekends irrespective of the country where they take place.

The per diem includes the travels costs as referred under the above-mentioned article 4.

## **12. Per Diem calculation method**

**12.1.** The number of per diems to be paid equals the number of nights between the days of event and the night before the event (if justified). The last day of event gives right to a half (1/2) per diem. The same applies for a one (1) day event. However, a full per diem will be paid for the last day of event / one-day event, if the participant demonstrates that s/he cannot return in the same day the meeting ends due to unavailable transport, before any financial commitment is made.

**12.2.** The length of the stay abroad is determined by the documental evidence provided by the participant according to 15.1. and 15.2. below. Whenever this evidence refers to a certificate of attendance, the last day payable will be the day on which the exchange has ended.

**12.3.** In any case, the number of per diems paid will not exceed a full 13 for two-week exchanges and a full 6 for one-week exchanges.

## **13. Payment procedure for Exchanges of less than three months and study visits**

**13.1.** The amounts due to exchanges with a length shorter than three months and longer than one week (5 working days) will be paid in two instalments. The same applies to foreign participants to the AIAKOS Programme. The amounts due to exchanges and study visits of one week (5 working days) or less will be paid in a single instalment within the 2 months after the exchange and upon reception by EJTN of the complete file from participant within the deadline set.

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<sup>2</sup> In case, due to exceptional circumstances, the length of an exchange initially entitling the participant to 11 daily allowances is reduced, the same per diem rate as initially foreseen will apply.

<sup>3</sup> Ibidem.



- 13.2.** In particular cases properly grounded, the Secretary General is entitled to authorise the pre-payment to the participant of a first instalment considered as a pre-financing of the foreseen expenses and corresponding to 70% of the expected amounts due in per diem.
- 13.3.** In case of two instalments, the first one is considered as a pre-financing of the foreseen expenses and will correspond to 70% of the expected amounts due to per diems.
- 13.4.** This amount will be paid to the bank account indicated in the registration form submitted by the participant, on an average of two weeks before the start of the exchange.
- 13.5.** Within the 2 months after the exchange and upon reception by EJTN of the indispensable documents indicated below, the final payment will be made. The amount of the final payment will correspond to 30% of the total amount of the per diems due plus the travel expenses, if any.
- 13.6.** In the cases mentioned above where the autonomous payment of travel expenses is foreseen, participants should clearly state in their expense claim forms if any national institution had provided them with transport tickets. In the cases where so is stated, the reimbursement of these travel expenses will be made by EJTN to the appropriate national entity but the participant is due to provide the documents indicated below as evidence that the trip was undertaken.

#### **14. Payment Procedure for Exchanges of three months or longer (long term)**

- 14.1.** The amounts due to exchanges of three months or longer will be paid in a first instalment prior to the exchange, monthly instalments, intermediary instalment when relevant and a last payment after the exchange.
- 14.2.** The first instalment is considered as a pre-financing of the foreseen expenses and will correspond to 100% of the first two months expected amounts due to per diems.
- 14.3.** This amount will be paid to the bank account indicated in the registration form submitted by the participant, on an average of two weeks before the start of the exchange. EJTN will notify the participant as soon as this payment is made.
- 14.4.** The following instalments will be paid on a monthly basis, on an average of a week before the beginning of the month, and will correspond to 70% of the expected amounts per month due to per diems.
- 14.5.** An intermediary instalment will be paid upon receipt of the interim report and will correspond to the balance of the 30% of the total amounts of the per diems due prior to this term.
- 14.6.** Within the 2 months after the exchange and upon reception by EJTN of the indispensable documents indicated below, the final payment will be made. The amount of the final payment will correspond to the balance of the remaining 30% of the total amounts of the per diems due.

## 15. Requested Documents

The requested documents are the following:

**15.1.** For Exchanges and study visits entitling the participant to less than 7 full per diems:

- the report on the exchange and its summary in English or French if possible (except for participants to the study visits)
- the evaluation form
- the expense claim form
- the following travel documents depending on the mean of transport used:
  - If s/he travelled by plane:
    - a copy of the flight ticket
    - the invoice from the travel agency or the airline (only if the ticket does not clearly show the amount claimed)
    - the boarding passes corresponding to the journey or a certificate from the airline that the ticket was flown. Mobile boarding passes must be printed and added to the costs claim
  - If /she travelled by train:
    - the train tickets. Mobile train ticket must be printed and added to the costs claim
    - the invoice from the travel agency or the train company (only if the ticket does not clearly show the amount claimed)
  - if s/he travelled by private car:
    - an itinerary mapping & detailing the journey to which will be applied the following calculation with a limit to a maximum of 1.200 km calculated on the basis of the shortest route (itinerary mapping in support – Michelin/Google Internet Maps):  $\text{km} \times 2 \text{ (in-out)} \times 0,22 \text{ € / km} =$

**15.2.** For Exchanges entitling the participant to at least 11 full per diems<sup>4</sup>:

- the report on the exchange and its summary in English or French if possible
- the evaluation form
- a certificate of attendance (detailing the period in which the exchange took place) duly signed by the participant's referent and stamped with the official seal in use at the hosting institution. It is recommended though to keep the travel & accommodation documents until the end of the first quarter of the year following the activity year, as they may serve as proof of attendance for potential auditing purposes.
- a rental contract if participant leaves long term exchange before scheduled end date or if extension of exchange in following year.

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<sup>4</sup> In case, due to exceptional circumstances, the length of an exchange initially entitling the participant to 11 full per diem is reduced, the same documents as initially foreseen will be requested?

**15.3.** EJTN reserves the right to request the original documents (of any document received electronically/in copy). Therefore, participants are strongly encouraged to keep their original documents until the end of the first quarter of the year following the activity year, as they may serve for potential audit purposes.

## **16. Close of file**

EJTN may request the reimbursement of any amounts it has advanced to the participant if the post-exchange requested documents are not produced.

## ANNEX 1

COUNTRY	COUNTRY CODE	EU PER DIEM RATES	EJTN PER DIEM RATES	EJTN PER DIEM RATES < 11 DAYS								EJTN PER DIEM RATES	15 DAYS > EJTN PER DIEM RATES > 11 DAYS				EJTN PER DIEM RATES FOR LT EXCHANGES OF 3 MONTHS OR MORE				
				1 DAY	2 DAYS	3 DAYS	4 DAYS	5 DAYS	6 DAYS	9 DAYS	10 DAYS		11 DAYS	12 DAYS	13 DAYS	14 DAYS	3 MONTHS	5 MONTHS	6 MONTHS	9 MONTHS	
Austria	AT	€ 225	€ 170	€ 170	€ 340	€ 510	€ 680	€ 850	€ 1,020	€ 1,530	€ 1,700	€ 195	€ 2,145	€ 2,340	€ 2,535	€ 2,730	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Belgium	BE	€ 232	€ 180	€ 180	€ 360	€ 540	€ 720	€ 900	€ 1,080	€ 1,620	€ 1,800	€ 205	€ 2,255	€ 2,460	€ 2,665	€ 2,870	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Bulgaria	BG	€ 227	€ 180	€ 180	€ 360	€ 540	€ 720	€ 900	€ 1,080	€ 1,620	€ 1,800	€ 205	€ 2,255	€ 2,460	€ 2,665	€ 2,870	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Croatia	HR	€ 180	€ 150	€ 150	€ 300	€ 450	€ 600	€ 750	€ 900	€ 1,350	€ 1,500	€ 175	€ 1,925	€ 2,100	€ 2,275	€ 2,450	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Czech Republic	CZ	€ 230	€ 180	€ 180	€ 360	€ 540	€ 720	€ 900	€ 1,080	€ 1,620	€ 1,800	€ 205	€ 2,255	€ 2,460	€ 2,665	€ 2,870	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Cyprus	CY	€ 238	€ 180	€ 180	€ 360	€ 540	€ 720	€ 900	€ 1,080	€ 1,620	€ 1,800	€ 205	€ 2,255	€ 2,460	€ 2,665	€ 2,870	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Denmark	DK	€ 270	€ 210	€ 210	€ 420	€ 630	€ 840	€ 1,050	€ 1,260	€ 1,890	€ 2,100	€ 235	€ 2,585	€ 2,820	€ 3,055	€ 3,290	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Estonia	EE	€ 181	€ 150	€ 150	€ 300	€ 450	€ 600	€ 750	€ 900	€ 1,350	€ 1,500	€ 175	€ 1,925	€ 2,100	€ 2,275	€ 2,450	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Finland	FI	€ 244	€ 190	€ 190	€ 380	€ 570	€ 760	€ 950	€ 1,140	€ 1,710	€ 1,900	€ 215	€ 2,365	€ 2,580	€ 2,795	€ 3,010	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
France	FR	€ 245	€ 190	€ 190	€ 380	€ 570	€ 760	€ 950	€ 1,140	€ 1,710	€ 1,900	€ 215	€ 2,365	€ 2,580	€ 2,795	€ 3,010	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Germany	DE	€ 208	€ 160	€ 160	€ 320	€ 480	€ 640	€ 800	€ 960	€ 1,440	€ 1,600	€ 185	€ 2,035	€ 2,220	€ 2,405	€ 2,590	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Greece	GR	€ 222	€ 170	€ 170	€ 340	€ 510	€ 680	€ 850	€ 1,020	€ 1,530	€ 1,700	€ 195	€ 2,145	€ 2,340	€ 2,535	€ 2,730	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Hungary	HU	€ 222	€ 170	€ 170	€ 340	€ 510	€ 680	€ 850	€ 1,020	€ 1,530	€ 1,700	€ 195	€ 2,145	€ 2,340	€ 2,535	€ 2,730	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Ireland	IE	€ 254	€ 200	€ 200	€ 400	€ 600	€ 800	€ 1,000	€ 1,200	€ 1,800	€ 2,000	€ 225	€ 2,475	€ 2,700	€ 2,925	€ 3,150	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Italy	IT	€ 230	€ 180	€ 180	€ 360	€ 540	€ 720	€ 900	€ 1,080	€ 1,620	€ 1,800	€ 205	€ 2,255	€ 2,460	€ 2,665	€ 2,870	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Latvia	LV	€ 211	€ 160	€ 160	€ 320	€ 480	€ 640	€ 800	€ 960	€ 1,440	€ 1,600	€ 185	€ 2,035	€ 2,220	€ 2,405	€ 2,590	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Lithuania	LT	€ 183	€ 150	€ 150	€ 300	€ 450	€ 600	€ 750	€ 900	€ 1,350	€ 1,500	€ 175	€ 1,925	€ 2,100	€ 2,275	€ 2,450	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Luxembourg	LX	€ 237	€ 180	€ 180	€ 360	€ 540	€ 720	€ 900	€ 1,080	€ 1,620	€ 1,800	€ 205	€ 2,255	€ 2,460	€ 2,665	€ 2,870	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Malta	MT	€ 205	€ 160	€ 160	€ 320	€ 480	€ 640	€ 800	€ 960	€ 1,440	€ 1,600	€ 185	€ 2,035	€ 2,220	€ 2,405	€ 2,590	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Netherlands	PB	€ 263	€ 200	€ 200	€ 400	€ 600	€ 800	€ 1,000	€ 1,200	€ 1,800	€ 2,000	€ 225	€ 2,475	€ 2,700	€ 2,925	€ 3,150	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Poland	PL	€ 217	€ 170	€ 170	€ 340	€ 510	€ 680	€ 850	€ 1,020	€ 1,530	€ 1,700	€ 195	€ 2,145	€ 2,340	€ 2,535	€ 2,730	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Portugal	PT	€ 204	€ 160	€ 160	€ 320	€ 480	€ 640	€ 800	€ 960	€ 1,440	€ 1,600	€ 185	€ 2,035	€ 2,220	€ 2,405	€ 2,590	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Romania	RO	€ 222	€ 170	€ 170	€ 340	€ 510	€ 680	€ 850	€ 1,020	€ 1,530	€ 1,700	€ 195	€ 2,145	€ 2,340	€ 2,535	€ 2,730	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Slovak Republic	SK	€ 205	€ 160	€ 160	€ 320	€ 480	€ 640	€ 800	€ 960	€ 1,440	€ 1,600	€ 185	€ 2,035	€ 2,220	€ 2,405	€ 2,590	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Slovenia	SV	€ 180	€ 150	€ 150	€ 300	€ 450	€ 600	€ 750	€ 900	€ 1,350	€ 1,500	€ 175	€ 1,925	€ 2,100	€ 2,275	€ 2,450	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Spain	ES	€ 212	€ 160	€ 160	€ 320	€ 480	€ 640	€ 800	€ 960	€ 1,440	€ 1,600	€ 185	€ 2,035	€ 2,220	€ 2,405	€ 2,590	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Sweden	SU	€ 257	€ 200	€ 200	€ 400	€ 600	€ 800	€ 1,000	€ 1,200	€ 1,800	€ 2,000	€ 225	€ 2,475	€ 2,700	€ 2,925	€ 3,150	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
United Kingdom	UK	€ 276	€ 210	€ 210	€ 420	€ 630	€ 840	€ 1,050	€ 1,260	€ 1,890	€ 2,100	€ 235	€ 2,585	€ 2,820	€ 3,055	€ 3,290	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Average		€ 224	€ 175									€ 200					€ 120				

## ANNEX 2

### POST-EVENT TO DO LIST

This list is intended to provide a reminder of the documents to provide after the event. The following travel documents must be sent to EJTN in order to submit a valid expense claim form:

- the expense claim form
- the following travel documents depending on how the travel was made:
  - If travel by plane:
    - the invoice from the flight company
    - a copy of the flight ticket
    - the **original of all the boarding passes** (excluding when they are issued in electronic format) corresponding to the journey or a certificate from the airline that the ticket was flown. Mobile boarding passes must be printed and added to the costs claim
  - If travel by train:
    - the invoice from the train company (if applicable)
      - the original of the train tickets. Mobile train ticket must be printed and added to the costs claim
  - If travel by private car:
    - an itinerary mapping & detailing the journey to which will be applied the following calculation with a limit to a maximum of 1.200 km calculated on the basis of the shortest route (itinerary mapping in support – Michelin/Google Internet Maps):            km x 2 (in-out) x 0,22 € / km =