



**European Judicial Training Network  
Réseau Européen de Formation Judiciaire**

# **AIAKOS PROGRAMME 2016 FINANCIAL CONDITIONS<sup>1</sup>**

**May 2016**

**With the support of the European Union**



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<sup>1</sup> These financial conditions may be subject to changes. Should that be the case, participants will be informed in due time. Matters not covered by the present document are considered to be governed by EJTN's Corporate Financial Policy in force at the time of the reimbursement. Any doubts concerning the interpretation and application of the present document shall be decided by EJTN in light of the applicable Corporate Financial Policy.

## 1. Types of costs covered

Reimbursement of costs differs for national and foreign participants. The rules are as follows:

	<b>Transport costs</b>	<b>Accommodation meals, local transport and sundry expenses</b>
<b>Foreign participants</b>	Maximum 400€	Daily allowances
<b>National participants</b>	Maximum 200€	Actual costs basis

## 2. Travel expenses

The travel expenses incurred by the participants for the purpose of attending the activity are reimbursed on the basis of the **most cost-effective means of transport** between their institution in the country of origin and the venue of the activity in the hosting country.

The total eligible costs for the return journey will not exceed 400 euros for foreign participants.

The total eligible costs for the return journey will not exceed 200 euros for national participants.

Any exceeding amount shall be at the charge either of the participant or of his sending institution.

As an exception, amounts in excess of 400/200 Euros (foreign/national participants) may be claimed if duly justified (i.e. urgency, complex route) with an explanatory note addressed to the Secretary General of EJTN ([exchangeprogramme@ejtn.eu](mailto:exchangeprogramme@ejtn.eu)) before any financial commitment is made. Such a request shall be appreciated discretionally and on a case by case basis.

In no case shall costs derived from excess luggage or travel insurances be reimbursed. For the avoidance of doubt, and although the 400/200 euros (foreign/national participants) 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 luggage per person (exceeding the standard planes' cabin allowances' weight or size but not exceeding the weight of 20kgs) whenever such cost is not included in the ticket's price; in order to be entitled to the reimbursement of those costs, and in addition to the travel documents, participants must provide evidence enough that the transport of such piece of luggage was not included in the paid airlines fare.

All transport claims must be justified by means of the expense claim form to which the pertinent travel documents, indicated under point 4 below, shall be attached.

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 private 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), using the following formula: Kilometre claim: number of km x 2 (in-out) x 0,22 € / km

Participants who choose to travel by car discharge EJTN from being responsible in any occurrence to the car or to third parties.

In case of car sharing, the expenditures of transport by private car will be reimbursed to the participant appointed to EJTN among the participants travelling together. 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 studied on a case by case basis, local travels (taxi, etc.) are excluded from the specific reimbursement due to the rules determined by the European Union.

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. That simulation must be included in the cost claim to be sent after the event.

Participant combining an EJTN activity and another professional or private activity will be reimbursed on the basis of the less expensive journey and avoiding double funding.

### 3. Accommodation, meals, local transport and sundry expenses

#### **3.1 Foreign participants (per diem)**

Per diem are due to attendants at EJTN training activities that take place outside their country of residence. The per diem is calculated on the basis of the information provided in the registration form and expense claim form to be filled in by each participant.

The list below indicates the amount of the *per diem* paid by EJTN according to the country of the exchange. The per diem is considered to cover any and all of the participant's expenses, namely accommodation, meals, sundry expenses and local travels (such as transport from the airport to the city center)<sup>2</sup> within the place of the exchange. It does not cover the return journey referred to under article 2 above, which is reimbursed on a real-cost basis.

When catering expenses or any other are paid or offered, the per diem is reduced either in the amount of its actual costs 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.

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<sup>2</sup> Local travels 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.

COUNTRY	EJTN PER DIEM RATES
Austria	€ 170
Belgium	€ 180
Bulgaria	€ 180
Croatia	€ 150
Czech Republic	€ 180
Finland	€ 190
France	€ 190
Germany	€ 160
Greece	€ 170
Hungary	€ 170
Italy	€ 180
Luxembourg	€ 180
Netherlands	€ 200
Poland	€ 170
Portugal	€ 160
Romania	€ 170
Slovak Republic	€ 160
Slovenia	€ 150
Spain	€ 160

**Per Diem calculation method:** 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. However, a full per diem will be paid for the last day of event / one-day event, if the participant demonstrates that he cannot return in the same day the meeting ends due to unavailable transport.

The length of the stay abroad is determined by the documental evidence provided by the participant according to article 4.3 below.

In any case, the number of per diems paid will not exceed a full 6 for AIAKOS exchanges.

### **3.2 National participants (actual costs basis)**

Participants residing in the country where the activity takes place, and as far as their expenses are not covered by their national institution, will be entitled to the reimbursement of their travel and daily expenses due to the attendance to the activity on the basis of their actual costs and upon presentation of duly substantiated receipts supplied by the participant or the invoice issued to the organizer. This reimbursement shall cover the expenses incurred for accommodation and meals the day before the activity and the days on which the activity is taking place. Local transport will be reimbursed on the same basis if journey is made using public transports.

Reimbursements of the meals will not exceed 20 EUR for lunch and 30 EUR for diner. Additionally, the aforementioned per diem limits are applicable.

## 4. Payment procedure

### **4.1 Foreign participants**

The amounts due will be paid in two instalments. The first instalment is considered as a pre-financing of the foreseen expenses and will correspond to 70% of the expected amounts due to per diems. 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. Within the 2 months after the exchange and upon reception by EJTN of the indispensable documents indicated under point 4.3 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.

In the cases where the autonomous payment of travel expenses is foreseen, participants should clearly state in their expense claim form 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 above as evidence that the trip was undertaken.

### **4.2 National participants**

The amounts due will be paid in a single payment after the activity. To obtain the reimbursement of the expenses, the participants will be asked to send the expense claim form for national participants together with dully substantiated receipts (transport, accommodation, meals, etc.) to EJTN. The aforementioned per diem limits are applicable.

In the cases where the separate 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.

### **4.3 Requested documents for payment**

- The online evaluation form to be filled on the Exchange Programme platform.
- the expense claim form to be uploaded on the Exchange Programme platform and sent by post to the below address together with the following travel documents depending on the chosen mode of transportation:

Finances Unit - Jolanta / Short-term exchanges European Judicial Training Network Rue du Commerce 123; B-1000 Brussels
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- ✓ If travel 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 **original of all the boarding passes** (except for electronic boarding passes) corresponding to the journey or a certificate from the airline that the ticket was flown should the participant have lost one or all boarding pass/es. Mobile boarding passes must be printed and added to the costs claim.
- ✓ If travel by train:
  - the **original** of the train tickets. Mobile trainin tickets 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 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:      km x 2 (in-out) x 0,22 € / km =
- For national participants only:
  - The expense claim form for national participants duly completed
  - The original invoice for accommodation specifying the name of the hotel, the dates of the nights involved and the price paid for each night<sup>3</sup>. Please note that the invoice must be an individual one.
  - The original invoices for the dinners and lunches. These invoices must mention the name of the restaurant, the date and the price paid. Please note that the invoices must be individual ones.
  - Proof of costs for local transport (bus or tram ticket, original taxi receipt only in case of late arrival or early departure when public transport is not available...)

***The right to be reimbursed extinguishes due to the closure of the claiming file where, missing dully substantiated travel justifications, two reminders have been sent to the participant without any feedback or follow-up from his part within the time set in the last reminder. In addition, EJTN may request the reimbursement of any amounts it has advanced to the participant if the post-exchange requested documents are not produced.***

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<sup>3</sup> Please note that extra expenses such as double room, mini-bar or any other service provided by the hotel will not be reimbursed by EJTN.

**ANNEX: CHECK LIST FOR PARTICIPANTS**  
**Compulsory documents for the reimbursement**

**Please ensure** that you enclose ALL the documents listed below.  
**We strongly recommend** that you keep a COPY of all the documents you send.

**1) Before the activity**

- Make your transport and accommodation arrangements.
- Log on the Exchange Programme platform at <http://ejtn-exchange.azurewebsites.net/Participant> to register online at the latest one month before the start of the activity.
- Check with your employer that you will remain covered during the whole training period by the social security scheme applicable to the concerned national administration and that the latter will support the health expenses incurred abroad.
- Make sure you are insured against accident, death and invalidity risks.

**2) Within a month after you attended the activity**

The following documents must be sent to EJTN in order for the final payment to be paid to you:

- Log on the Exchange Programme platform to fill in the online evaluation form
  - Upload a scanned copy of the expense claim form together with the below travel documents
- and**
- send the originals by post to “Finances Unit – Jolanta / AIAKOS – European Judicial Training Network – Rue du Commerce 123 – B-1000 Bruxelles”:
    - ✓ If travel by plane:
      - a copy of the flight ticket
      - the invoice from the travel agency or the airline (if the ticket does not clearly show the amount claimed)
      - the **original of all the boarding passes** (except for electronic 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 travel by train:
      - the **original** of the train tickets. Mobile train tickets must be printed and added to the costs claim
      - the invoice from the train company (if the ticket does not clearly show the amount claimed)
    - ✓ 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:      km x 2 (in-out) x 0,22 € / km =

For national participants only:

- The expense claim for national participants form dully completed
- The original invoice for accommodation specifying the name of the hotel, the dates of the nights involved and the price paid for each night. Please note that the invoice must be an individual one;
- The original invoices for the dinners and lunches. These invoices must mention the name of the restaurant, the date and the price paid. Please note that the invoices must be individual ones;
- Proof of costs for local transport (bus or tram ticket, original taxi receipt only in case of late arrival or early departure when public transport is not available...).