

## TERMS AND CONDITIONS OF PARTICIPATION IN EJTN ACTIVITIES

### I- Introduction

These terms and conditions of participation in EJTN activities are an extract of the EJTN's Corporate Financial Policy in force at the time of the reimbursement. Matters not covered by the present document are considered to be governed by the EJTN's Corporate Financial Policy. Any doubts concerning the interpretation and application of the present document shall be decided by EJTN in light of the applicable Corporate Financial Policy.

The full EJTN's Corporate Financial Policy can be consulted [here](#).

### II- Organization of transport and accommodation

Participants are responsible for organizing and paying their own travel costs to the venue of the seminar as well as for their accommodation. The EJTN will reimburse those expenses according to the provisions below.

### III- Types of costs covered

Reimbursement of cost 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€	Per diems- hosting country's rate. See Annex
<b>National participants</b>	Maximum 200€	Actual costs basis

#### **A- Travel costs (except local travel)**

- The travel expenses incurred by the participants for the purpose of attending the seminar shall be 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.
- Depending on how the participants travel, the reimbursement shall cover:
  - *Travel by plane*: cost of an economy class ticket
  - *Travel by rail*: cost of a first-class ticket on the shortest route
  - *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 km x 2 (in-out) x 0,22 € / km = . Participants who choose to use their own car remain fully liable for any accidents to their car or to third parties.  
In case of car sharing, the expenditure of transport by private car will be reimbursed to the participant appointed to EJTN among the participants travelling together.
- In no case shall costs derived from excess luggage or travel cancellation insurances (except for the experts, the EJTN bodies' Members and the Activity Coordinators) 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 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.

## **B- Accommodation, meals, local transport and sundry expenses**

### *B.1. Foreign participants*

1. Per diems are paid to participants. They cover participants' expenses other than international travel, including accommodation, meals, local transport (e.g., airport to venue or city center/hotel) and sundry expenses.
2. 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 the event starts before 10AM or if justified by travels possibilities). 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 he cannot return in the same day the meeting ends due to unavailable transport.
3. The length of the stay abroad is determined by the documental evidence provided by the participant.
4. When catering expenses or any other 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.
5. In case of organization of a Conference Package by the EJTN, all expenses included in the Conference package will be invoiced to the EJTN and not borne by the participants. In turn, a reduced per diem will be provided after the seminar.

### *B.2. National participants*

1. Participants residing in the country where the event takes place will be entitled to the reimbursement of their daily expenses (in so far as these are not covered by their national institution) on the basis of their actual costs except for the participants whose institution is in the same city as the venue. The following costs may be considered, if applicable:
  - Accommodation for the night before the first day of the event, up to the night before the event's last day;
  - One dinner per day for the duration of the event- except for a social dinner organised by EJTN and directly paid by the EJTN, starting with the day before the event's first day, but excluding the final day of the event;
  - One lunch for each day of the event – except for lunches organised by EJTN and directly paid by the EJTN;
  - Local transport costs for journeys made using public transportation.
2. Reimbursements of the meals will not exceed the amounts set out in the specific conditions governing the rules of the activity.
3. In order to be reimbursed, the participants must send to the EJTN dully substantiated receipts attesting to each expense claimed. The aforementioned per diem limits are applicable.

## **IV- Conditions of reimbursement**

1. In order to comply with EU funding rules, relevant costs will not be reimbursed, and per diems will not be paid without appropriate documentation being provided. The reimbursement will

be done within 2 months after the event and upon reception of the complete file from participant within the deadline set.

2. Payment of the amounts due regarding travel expenses and per diems are made in a single instalment after the event, upon the receipt by the EJTN of the required documents.
3. A list of attendance will be circulated on each day of the seminar and participants are requested to sign it in order to confirm their attendance. This is a precondition for the payment of their daily allowances and travel expenses. The list should be signed by each participant upon arrival at the seminar's venue.
4. Payments will not be made without the submission of the following documents to EJTN Secretariat:
  - a) the registration form (before the activity, the EJTN online form)
  - b) the expense claim form (after the activity, the EJTN online form)
  - c) the following travel documents depending on the mean of transport used:
    - ✓ If he has travelled 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 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 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):  $\text{km} \times 2 \text{ (in-out)} \times 0,22 \text{ € / km} =$
5. National participants must send all the original of receipts/invoices by post to the EJTN financial unit.

#### V- General Data Protection Regulation (GDPR)

EJTN is an organization committed to all aspects of data protection and takes its duties under the General Data Protection Regulation. For details on data privacy and how EJTN processes, shares, transfers, uses and protects your private data as well as your rights, consult EJTN's full Data Protection and Privacy Statement at:

[http://www.ejtn.eu/Information/Data\\_Protection\\_Cookies\\_Disclaimer/](http://www.ejtn.eu/Information/Data_Protection_Cookies_Disclaimer/)

#### VI- Disclaimer

The contents and views expressed herein reflect only those of EJTN and the European Commission is not responsible for any use that may be made of these contents and views.



With the support of the European Union

## ANNEX TO THE TERMS AND CONDITIONS OF PARTICIPATION

### PER DIEMS RATE PER COUNTRY

Country	Abbr	EJTN per diem rates
Austria	AT	170
Belgium	BE	180
Bulgaria	BG	180
Croatia	HR	150
Czech Republic	CZ	180
Cyprus	CY	180
Denmark	DK	210
Estonia	EE	150
Finland	FI	190
France	FR	190
Germany	DE	160
Greece	GR	170
Hungary	HU	170
Ireland	IE	200
Italy	IT	180
Latvia	LV	160
Lithuania	LT	150
Luxembourg	LX	180
Malta	MT	160
Netherlands	PB	200
Poland	PL	170
Portugal	PT	160
Romania	RO	170
Slovak Republic	SK	160
Slovenia	SV	150
Spain	ES	160
Sweden	SU	200
United Kingdom	UK	210
Macedonia (FYROM)	MA	129
Norway	NO	208