



European Judicial Training Network
Réseau Européen de Formation Judiciaire

AIAKOS PROGRAMME 2024

FINANCIAL CONDITIONS

Effective 1 January 2024

With financial support from the Justice Programme of the European Union



Contents

1. TERMS OF REIMBURSEMENT.....	3
2. TRAVEL COSTS.....	3
3. PER DIEM	5
4. REQUESTS FOR EXCEPTION.....	6
5. SPECIAL SITUATIONS APPLYING TO PARTICIPANTS RESIDING IN THE COUNTRY WHERE THE EVENT TAKES PLACE.....	6
6. PAYMENT PROCEDURE	6
7. REQUESTED DOCUMENTS	7
8. ATTENDANCE LIST.....	8
9. CANCELLATION	8
ANNEX: CHECKLIST FOR PARTICIPANTS.....	10

1. Terms of reimbursement¹

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

Any additional costs due to unforeseen events and not previously approved are not refundable. EJTN shall not be held accountable for unexpected events (strikes, delayed or cancelled transport, last-minute change of routes, ...) that do not depend on the organisation.

The participants of the AIAKOS programme shall receive the amounts due in two instalments. The first instalment is considered a pre-payment of the foreseen expenses and will correspond to 70% of the expected amount of the *per diem* due. The final reimbursement will be made within three months after the exchange, provided that all required documents, as stated under Article 7, have been received by EJTN within the deadline set. The final payment will correspond to 30% of the total amount of the *per diem* due, plus the travel expenses, if any.

The participants must ensure a continued affiliation to the social security scheme, health insurance, pension funds and private insurance in their respective country of affiliation. Insurance against accident, death, invalidity, and personal liability is mandatory and must be taken care of by the participant. EJTN does not reimburse costs associated with the social security scheme, health and insurance.

2. Travel costs²

The travel expenses incurred by participants are reimbursed based on 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.

The total eligible costs for the return journey **will not exceed 500 EUR**. Any exceeding amount shall be at the charge either of the participant or her/his sending institution.

Depending on the means of transport used, the reimbursement is made as follows:

- Travel by plane: cost of an economy class ticket
 - Travel by train and long-distance bus: 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 based on the shortest route (itinerary mapping in support – Michelin/Google Internet Maps): journey km x 2 (in-out) x 0,22 € / km
- a. Specific rules for transport
- Luggage cost

¹ 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.

² Clarifications on the reimbursement of travel costs can be found in the FAQ on EJTN's website. Participants are also invited to read this document before making any booking.

In no case shall costs derived from excess luggage or travel insurances be reimbursed; neither options chosen by the participant (priority boarding, seat reservation, service packs or additional luggage) be refunded.

The cost associated with the check-in of a single piece of luggage per person may be exceptionally reimbursed under the overall 500 EUR ceiling applicable to the reimbursement of international travel costs. This applies only to a piece of luggage exceeding the standard 'cabin allowance' weight or size but not exceeding the weight of 20 kg when such cost is not included in the airline's ticket price. To be entitled to the reimbursement of such expenses, participants must provide, in addition to their travel documents, sufficient evidence that the transport of such a piece of luggage was not included in the paid airline fare.

- Taxi costs

Being a local transport, the taxi cost is considered part of the per diem. Taxi costs are only reimbursed in case of flight arrival after 22:00 or flight departure before 7:00 on the event day (for exceptions, see Article 4). Participants must provide evidence of the time of arrival/departure of the flight. The taxi receipt must also show the date and time the service was used.

All transport claims must be justified using the statement of cost form to which the pertinent travel documents, indicated below, must be attached.

- Use of personal car or car rental

Using a personal car or car rental is only allowed if this is the most cost-effective means of transport compared to other means. The price of a car rental is not reimbursed.

Suppose several participants share the same means of transport (e.g., personal car or car rental). In that case, only the person who made the booking or the vehicle owner will receive the reimbursement of the travel expenses under the conditions stated under Article 7. This is also applicable in the case of a taxi share. In case of double reimbursement, the reimbursement of the overpaid amount will be requested.

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

- Combining the exchange with another private or professional activity

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

- b. Specific rules when the institution pays for the travel costs

Participants should clearly state in their registration form if any national institution had provided them with transport tickets. In the cases where so is stated, EJTN will reimburse the appropriate national entity for these travel expenses. Still, the participant must provide the documents in Article 7 as evidence that the trip was undertaken.

3. Per diem

Per diem is due to participants of EJTN training activities outside their country of residence. The *per diem* covers all expenses incurred by a participant other than the return journey referred to in Article 2, including accommodation, sundry expenses, meals, and local travel³.

a. Amount by country

The table below indicates the amount paid by EJTN according to the country where the event occurs.

COUNTRY	EJTN PER DIEM RATES
Austria	€ 170
Belgium	€ 180
Bulgaria	€ 180
Croatia	€ 150
Czechia	€ 180
Estonia	€ 150
Finland	€ 190
France	€ 190
Germany	€ 160
Greece	€ 170
Hungary	€ 170
Italy	€ 180
Latvia	€ 160
Lithuania	€ 150
Luxembourg	€ 180
Malta	€ 160
Netherlands	€ 200
Poland	€ 170
Portugal	€ 160
Romania	€ 170
Slovakia	€ 160
Slovenia	€ 150
Spain	€ 160
Sweden	€ 200

³ Local travels should be understood in the following cases:

- Travels within the city of departure of the participant;
- Travels within the city of 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.

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

b. Calculation method

The number of *per diem* to be paid equals the number of nights between the days of the event. The evidence provided by the participant determines the length of the stay abroad.

The night before the event gives the right to a full *per diem* **only if the event starts before 10.00 a.m.** the following day. The EJTN Finance Unit will assess the eligibility based on the documented evidence of the start date and time provided by the participant (i.e., the official programme of the exchange) and submitted at the reimbursement stage.

In any case, the *per diem* paid will not exceed six (6) days for AIAKOS exchanges.

4. Requests for exception

Exceptions from the EJTN Corporate Financial Policy may be claimed if duly justified. Possible exceptions include a request for travel costs over 500 EUR, extra *per diem* for the night before the activity if the event starts from 10.00 a.m., full *per diem* for the last day of the activity, additional costs, early arrival to/late departure from the city where the training is held.

Any exception request must be claimed using the [Exception Request Form](#). The document must be duly filled in and communicated by the participant after the activity when submitting their statement of costs on the Exchange Programme platform.

5. Special situations applying to participants residing in the country where the event takes place

Participants residing in the country where the event occurs do not receive *per diem*. These participants should read the [specific Financial Conditions applying to national participants](#).

As far as their expenses are not covered by their national institution, they will be entitled to the reimbursement of their travel **up to a maximum of 500 EUR** and their daily expenses due to the attendance of the meeting based on their actual costs and upon presentation of duly substantiated receipts supplied by the participant or the invoice issued to the organiser.

Reimbursements of the meals will not exceed 20 EUR for lunch and 30 EUR for dinner. The *per diem* limits indicated above will apply. 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 the journey is made using public transportation.

6. Payment procedure

The right to be reimbursed extinguishes with the closure of the reimbursement claim where, missing duly substantiated justifications, two (2) reminders have been sent to the participant without any feedback or

follow-up from their part within the time set in the last reminder. In addition, EJTN may request the reimbursement of any amount it has advanced to the participant if the requested documents are not provided.

No acknowledgement of receipt will be sent after receipt of the financial documents. Participants are, therefore, invited to check their bank accounts regularly.

a. Foreign participants

The pre-payment will be paid to the bank account indicated in the online registration form submitted by the participant on an average of two weeks before the start of the exchange.

The final payment will be made within three (3) months after the exchange and upon reception by EJTN of the indispensable documents indicated under Article 7 below.

Participants must send all transport documents as soon as possible and at the latest four (4) weeks after the exchange.

b. National participants

The amounts due will be paid in a single payment after the activity. To obtain reimbursement for the expenses, the participants will be asked to upload fully substantiated receipts (transport, accommodation, meals, etc.) on the Exchange Programme platform.

7. Requested documents

The requested documents are considered as evidence of your journey. Without the documents mentioned below, no reimbursement can be foreseen. Additional documents may be requested on a case-by-case basis by the EJTN Finance Unit.

The documents required before taking part in the exchange are:

- The registration form duly filled in on the Exchange Programme platform

The following documents are required before processing the payment:

- The **evaluation form** to be filled in on the Exchange Programme platform
- The **statement of costs** to be filled in on the Exchange Programme platform
- The following **travel evidence** depends on the mode of transportation. All documents, including boarding passes, may be provided electronically or scanned. Participants must keep the documents reproducible (i.e., saved, scanned or printed) in case of loss.

If travelled by plane:

- **A copy or originals of all boarding passes** corresponding to the journey.
Attention: Should the participant have lost one or all boarding passes, a certificate from the airline that the ticket was flown must be presented.

- **Attention:** Many mobile tickets or boarding passes tend to be removed from mobile apps after use. The participants are strongly advised to take screenshots of their boarding passes and tickets. The invoice from the travel agency or the airline (only if the ticket does not clearly show the amount claimed);

If travelled by train or long-distance bus:

- **A copy or original of the train or bus tickets.**
Attention: Should the participant have lost one or all train or bus ticket/s, a certificate from the train or bus company that the ticket was used must be presented.
Attention: Many mobile tickets received by SMS or apps tend to disappear after use. The participants are strongly advised to take screenshots of their tickets.
- The invoice from the travel agency or the train company (only if the ticket does not clearly show the amount claimed);

If travelled by 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 based on the shortest route:
 $\text{km} \times 2 \text{ (in-out)} \times 0,22 \text{ € / km} =$

For national participants only (cf. article 5), duly substantiated receipts for accommodation and invoices. All documents may be provided electronically or scanned and uploaded on the online Exchange Programme platform.

8. Attendance list

A list of attendance will be circulated during the activity and must be signed each day by the participants. This is a precondition for reimbursing their daily allowances and travel expenses.

9. Cancellation

Participation in the AIAKOS exchange is a unique opportunity to discover the work of a foreign institution in-depth and to meet peers from other countries. Cancelling participation shall be avoided as this impacts the host institution and the overall organisation of the visit.

In case of unavoidable cancellation, participants must inform the EJTN secretariat and the sending national training institution as soon as possible to allocate a place to another participant on the waiting list.

If the cancellation occurs after the participant has committed funds for travel or accommodation, those costs will not be reimbursed by EJTN.

ANNEX: CHECKLIST FOR PARTICIPANTS
Compulsory documents for the reimbursement

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

1) Before the activity

- Make your transport and accommodation arrangements.
- Register online on the Exchange Programme platform 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 for the final payment to be paid to you:

- Fill in the online evaluation form on the Exchange Programme platform
- Complete the statement of cost and upload documents on the Exchange Programme platform
- Originals of the paper boarding passes or train tickets may be provided in electronic or scanned form and uploaded on the online Exchange Programme platform.

If travelled by plane:

- The **originals of all the boarding passes** corresponding to the journey. All documents may be provided electronically or scanned and uploaded on the online Exchange Programme platform. Mobile boarding passes (received by SMS) must be printed and added to the cost claim. Attention: should the participant have lost one or all boarding passes, a certificate from the airline that the ticket was flown must be presented.
- The invoice from the travel agency or the airline (if the ticket does not clearly show the amount claimed);
- In case of loss, participants must keep boarding passes reproducible (i.e., saved, scanned or printed).

If travelled by train or long-distance bus:

- The **originals of the train or bus tickets**. All documents may be provided electronically or scanned and uploaded on the online Exchange Programme platform. Mobile train tickets (received by SMS) must be printed and added to the cost claim.
- The invoice from the train company (if the ticket does not clearly show the amount claimed);
- In case of loss, participants must keep boarding passes reproducible (i.e., saved, scanned or printed).

If travelled by 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 based on the shortest route: $\text{km} \times 2 \text{ (in-out)} \times 0,22 \text{ € / km} =$

For national participants only:

- All documents may be provided electronically or scanned and uploaded on the online Exchange Programme platform;
- If applicable, 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;
- If applicable, the original invoices for dinners and lunches. These invoices must mention the restaurant's name, date, and price. Please note that the invoices must be individual ones;
- If applicable, proof of costs for local transport (bus/tram/metro ticket, original taxi receipt only in case of late arrival or early departure when public transport is not available...).