



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

AIAKOS PROGRAMME 2020 FINANCIAL CONDITIONS

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1. Terms of reimbursement¹

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*).

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 3 months after the exchange provided that all required documents as stated under article 6 have been received by EJTN within the deadline set. The amount of the final payment will correspond to 30% of the total amount of the *per diem* due, plus the travel expenses, if any.

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 400 EUR**. Any exceeding amount shall be at the charge either of the participant or of her/his sending institution.

Depending on the mean 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 on the basis of the shortest route (itinerary mapping in support – Michelin/Google Internet Maps): $\text{journey km} \times 2 \text{ (in-out)} \times 0,22 \text{ € / km}$

a. Requests for exception

Exceptions from the EJTN's Corporate Financial Policy (e.g. amounts exceeding 400 EUR, variation in travel class) may be claimed if duly justified (i.e. urgency, complex route, island...) with the exception request form duly completed, the necessary supporting documents and an explanatory note addressed to the EJTN Finance Unit before any financial commitment is made by the participant. Such a request shall be considered in a discretionary manner and on a case by case basis.

In case of early arrival or late departure from the city where the training is held, the itinerary must correspond to the most cost-effective travel route and its overall costs must remain under 400 EUR. The participants in such situations must provide a simulation or evidence that the earlier arrival and/or late departure are 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 exception request form together with the

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.

necessary supporting documents and an explanatory note must be addressed to the EJTN Finance Unit before any financial commitment is made.

Any request for exception granted by EJTN must be communicated by the participant when submitting his/her expense claim documents to be effective.

b. Specific rules for transport

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 reimbursed.

Cost associated with the check-in of a single piece of luggage per person may be exceptionally reimbursed under the overall 400 EUR ceiling applicable to the reimbursement of international travel costs. This applies only to a single piece of luggage exceeding the standard 'cabin allowance' weight or size but not exceeding the weight of 23 kg, when such cost is not included in the airline's ticket 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 airlines fare.

The taxi cost being a local transport, it is considered as 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 day of the event (for exceptions, see article 2.a.). Participants must provide evidence of the time of arrival / departure of the flight. Additionally, the taxi receipt must show the date and time the service was used.

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

The use of 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.

In the case that several participants would share the same means of transport (e.g. personal car or car rental), only the person who did the booking or the owner of the car will receive the reimbursement of the travel expenses under the conditions as stated under article 6. This is also applicable in case of a taxi share. In case of double reimbursement, the reimbursement of the overpaid amount will be requested.

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

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.

c. Specific rules when the institution pays for the travel costs

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 in article 6 as evidence that the trip was undertaken.

3. Per diem

Per diem are due to participants of EJTN training activities that take place outside their country of residence. The *per diem* is considered to cover all expenses incurred by a participant other than the return journey referred to in article 2, including accommodation, sundry expenses, meals and local travels³.

a. Amount by country

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

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
Netherlands	€ 200
Poland	€ 170
Portugal	€ 160
Romania	€ 170
Slovak Republic	€ 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. Per diem calculation method

The number of *per diem* to be paid equals the number of nights between the days of the event.

The night before the event gives right to a full *per diem* **only if the event starts before 10.00 a.m. the following day.**

a. Requests for exceptions

The last day of event gives right to a half (1/2) *per diem*. The same applies for a one (1) day event. However, exceptions from the Corporate Financial Policy (i.e. a full *per diem* paid for the last day of event / a *per diem* for the night before the event if the event starts from 10.00 a.m.) may be claimed if duly justified (i.e. unavailability of transport) with the exception request form duly completed, the necessary supporting documents and an explanatory note addressed to the EJTN Finance Unit before any financial commitment is made by the participant. Such a request shall be considered in a discretionary manner and on a case-by-case basis.

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

Any request for exception granted by EJTN must be communicated by the participant when submitting his/her expense claim documents to be effective. No exception will be granted after the activity.

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

Participants residing in the country where the event takes place do not receive *per diem*.

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 200 EUR** and their daily expenses due to the attendance of the meeting on the basis of 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.

5.Payment procedure

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 3 months after the exchange and upon reception by EJTN of the indispensable documents indicated under article 6 below.

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

b. 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 duly substantiated receipts (transport, accommodation, meals, etc.) to their national contact point.

6. Requested documents

The requested documents are considered as the 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 processing the payment are:

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

If travel by plane:

- The originals of all the boarding passes corresponding to the journey. Paper boarding passes must be sent by post to the address below. Electronic boarding passes received by email may be uploaded on the online Exchange Programme platform. Mobile boarding passes (received by SMS) must be printed and added to the costs claim. Attention: should the participant have lost one or all boarding pass/es, a certificate from the airline that the ticket was flown must be presented.
- The invoice from the travel agency or the airline (only if the ticket does not clearly show the amount claimed);

If travel by train or long-distance bus:

- The original of the train or bus tickets. Paper tickets must be sent by post to the address above. Electronic tickets received by email and mobile train ticket (received by SMS) may be uploaded on the online Exchange Programme platform.
- The invoice from the travel agency or the train company (only if the ticket does not clearly show the amount claimed);

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

For national participants only (cf. article 4), duly substantiated receipts for accommodation and invoices.

If some original documents need to be **sent by post**, they must be sent with a note giving the name, surname and the activity the participant took part in, to the following address:

Finance Unit / AIAKOS Programme European Judicial Training Network Rue du Commerce 123, B-1000 Brussels, Belgium

The right to be reimbursed extinguishes due to the closure of the claiming file where, missing duly substantiated justifications, two (2) 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.

No acknowledgment of receipt will be sent following the receipt of the financial documents. Participants are therefore invited to regularly check their bank account.

7.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 the payment of their daily allowances and travel expenses.

8.Cancellation

Cancelling participation should be avoided as much as possible as this has an impact on the host institution and on the overall organisation of the activity.

In case of unavoidable cancellation, participants must inform the EJTN secretariat as soon as possible so the place can be allocated to another participant on the waiting list.

If the cancellation occurs after the participant has committed funds for travel or accommodation, those costs will be 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.
- 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 in order for the final payment to be paid to you:

- Fill in the online evaluation form on the Exchange Programme platform
- Complete the expense claim form and upload the below travel documents on the Exchange Programme platform
- Send the originals of the paper boarding passes and/ or train tickets by post to “Finance Unit / AIAKOS Programme – European Judicial Training Network – Rue du Commerce 123 – B-1000 Bruxelles, Belgium”:

If travel by plane:

- The originals of all the boarding passes corresponding to the journey. Paper boarding passes must be sent by post to the address below. Electronic boarding passes received by email may be uploaded on the online Exchange Programme platform. Mobile boarding passes (received by SMS) must be printed and added to the costs claim. Attention: should the participant have lost one or all boarding pass/es, 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);

If travel by train or long-distance bus:

- The originals of the train or bus tickets. Paper tickets must be sent by post to the address above. Electronic tickets received by email and mobile train ticket (received by SMS) may be uploaded on the online Exchange Programme platform.
- The invoice from the train company (if the ticket does not clearly show the amount claimed);

If travel 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 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;
- 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 name of the restaurant, the date and the price paid. 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...).