



**European Judicial Training Network**



# **STUDY VISITS**

## **FINANCIAL CONDITIONS 2015<sup>1</sup>**

**January 2015**

**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.

### 1. Description of the activity

Study visits are organised in European courts, EU Institutions and Agencies such as the European Court of Human Rights (ECHR), the Court of Justice of the European Union (CJEU), Eurojust and the EU Institutions in Brussels.

The study visits are designed to familiarise the participants with the visited institution through theoretical sessions as well as more practical activities. They take place in either English or French.

### 2. Length

- 2 days at CJEU in Luxembourg
- 2,5 days at EU Institutions in Brussels
- 3 days at ECHR in Strasbourg in France
- 5 days at EUROJUST in The Netherlands

3. Persons concerned: judges and prosecutors from 1<sup>st</sup> and 2<sup>nd</sup> instance, ordinary and administrative courts.

### 4. Travel costs

Participants are responsible for organizing their own travel from the home country to the host country. The total eligible cost for the return journey will **not exceed 400 EUR**. Any exceeding amount shall be at the charge of the participant.

As an exception, amounts in excess of 400 Euros may be claimed if duly justified (i.e. urgency, complex route, island...) with an explanatory note addressed to the Secretary General of EJTN ([exchanges@ejtn.eu](mailto:exchanges@ejtn.eu)); in order for EJTN to agree on the reimbursement of the excess amount before any financial commitment is made by the participant. Such a request shall be appreciated discretionally and in a case by case basis.

In no case shall costs derived from excess luggage or travel insurances be reimbursed.

### 5. Per diem

The participant will receive a per diem according to the length of the study visit to cover their expenses (accommodation, meals, local transport (e.g. from airport to the hotel & the hotel to the venue) and sundry expenses. It does not cover international travel costs which are reimbursed on a real-cost basis.

The list below represents the amount of the *per diem* paid by EJTN according to the country where the study visit is organised.

Country	Per diem in EUR
France	190
Belgium	180
Luxembourg	180
Netherlands	200

In case the lunches will be organized by EJTN or the Court, their price will be deducted from the participant's per diem

#### 6.Attendance and participants lists

- A list of attendance will be circulated on each day of the study visit 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 study visit venue. The list should be signed in the morning and afternoon each day of the study visit.
- A list of participants including each participants' contact details will be made available to all participants unless EJTN receives written objection form the participant no later than one week before the beginning of the activity.

#### 7.Payment procedure

The number of days for which a per diem will be granted will start from the day before the activity (if applicable) to the last day of the Programme of the study visit.

#### 8.Procedure of reimbursement

The amounts due will be paid in one instalment after the study visit if the length of the program is less than four full days or it will be paid in two instalments (with a pre-financing before the activity) if the length of programme is more than four full days.

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 visit. The final payment will be made after the study visit upon reception of final documents requested and, 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.

According to the financial rules participants must sent all transport documents after three weeks of the study visit.

The document required before processing the payment are:

- the registration form
- the evaluation form
- the expense claim form
- the following travel documents depending on the chosen method of transportation:
  - 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** corresponding to the journey or a certificate from the airline that the ticket was flown

- If travel by train:
  - the **original** of the train tickets
  - 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:  $\text{km} \times 2 \text{ (in-out)} \times 0,22 \text{ € / km} =$

The travel expenses incurred by participants are reimbursed on the basis of the most cost-effective means of transport between the country of origin to the hosting country.