



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

AIAKOS PROGRAMME 2014 FINANCIAL CONDITIONS

May 2014

With the support of the European Union



1. General

Participants are reimbursed of their travel costs from the country of origin to the host country up to a maximum of 400 EUR. They also receive a lump sum to cover their accommodation, meals and local travel costs as well as sundry expenses.

2. Per diem (daily allowance)

The list below represents the amount of the *per diem* paid by EJTN according to the country of the exchange. The per diem covers accommodation, meals, local travels (such as transport from the airport to the city center) within the place of the exchange and sundry expenses. It does not cover international travel costs which are reimbursed on a real-cost basis (see below).

Country	Per diem in EUR	Country	Per diem in EUR	Country	Per diem in EUR
Austria	169	France	184	Malta	154
Belgium	174	Germany	156	Netherlands	198
Bulgaria	171	Greece	167	Poland	163
Cyprus	179	Hungary	167	Portugal	153
Czech Republic	173	Ireland	191	Romania	167
Croatia	135	Italy	173	Slovak Republic	154
Denmark	203	Latvia	159	Slovenia	135
Estonia	136	Lithuania	138	Spain	159
Finland	183	Luxembourg	178	Sweden	193
United Kingdom	207				

Per Diem calculation method: The number of *per diem* will be calculated function of the programme of the event (number of working days + the day before and the day after if relevant).

3. Reimbursement of travel expenses

The total eligible costs shall **not exceed 400 EUR**.

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 EJTN (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.

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.

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

Depending on the chosen mode of transportation, 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 use their own car remain fully liable for any accidents to their car or to third parties.

4. Procedure of payment

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 6 months after the exchange and upon reception by EJTN of the indispensable documents indicated under point 1 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 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.

1. Requested documents for payment

- the evaluation form
- the expense claim form
- the following travel documents depending on the chosen mode 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 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.

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.
- ☐ Send your registration form duly completed to EJTN (exchanges@ejtn.eu) 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 (exchanges@ejtn.eu) in order for the final payment to be paid to you:

- ☐ the evaluation form
- ☐ the expense claim form, completed and signed
- ☐ the following travel documents depending on how you travelled:
 - ✓ If travel by plane:
 - ☐ a copy of the flight ticket showing the flight schedule
 - ☐ the invoice from the flight company (if the ticket does not clearly mention the price)
 - ☐ 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 train company (if the ticket does not clearly mention the price)
 - ✓ 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 =