



## REGIONAL EXCHANGE PROJECT

### 5<sup>TH</sup> SEMINAR

*Hungarian Academy of Justice, 1122 Budapest, 6 Tóth Lőrinc St*

4<sup>th</sup> to 8<sup>th</sup> November 2013

European Judicial Training Network  
Judicial Academy of Hungary

### **REIMBURSEMENT POLICY**

The EJTN will secure the reimbursement for the following costs incurred in by the participants, depending on their country of residence.

#### a) NON NATIONAL /FOREIGN PARTICIPANTS

- International travel costs up to the value of **400 EUR**
- Per diem / daily allowance : considered to cover participants' expenses other than international travel, including accommodation, sundry expenses, meals and local travels (i.e airport to venue, or city center/hotel).

The daily allowance foreseen for the seminar in Hungary corresponds to **110 EUR**. The number of per diem paid will be calculated on the following basis:

#### *Calculation method:*

- 100% for the day before the seminar if the participant leave his/her country the day prior to the seminar starting
- 100% for full seminar days or 50% should the participant leave the same day
- 100% for the last day of the seminar and an extra 25% for the day of departure *if* the participant proves that he/she was unable to return to his/her home country on the seminar's last day.

## b) NATIONAL PARTICIPANTS

- Local travel costs up to the value of **200 EUR**
- Reals costs: participants residing in the country where the event takes place will be entitled to the reimbursement of their travel and daily expenses (in so far as these are not covered by their national institution) on the basis of their *actual costs* and upon presentation of duly substantiated receipts. These receipts include for example: original train tickets, original hotel invoice stating the date of the stay (a maximum of 5 nights, the ones relevant for the attendance to the seminar), original meals invoice, original receipt for local transportation, etc. The aforementioned per diem limits are applicable.

The reimbursement will be done after the seminar and following reception – by EJTN ([benedetta.vermiglio@ejtn.eu](mailto:benedetta.vermiglio@ejtn.eu)) – of the expense claim form previously filled in and signed by the participant, the transport documents, (see list in the annex to the expense claim form) as well as any other evidence required for reimbursement on real costs (for national participants only).

As such, **no later than 3 weeks** after the end of the seminar participants should send the relevant documents to the EJTN Secretariat. Only then EJTN will be in a position to reimburse these costs up to the maxima set out above. Please note that scanned and faxed documents are not considered as original ones and cannot open a right to reimbursement.

The original documents must therefore be sent by post to the following address:

Ms. Benedetta Vermiglio  
European Judicial Training Network  
Rue du Luxembourg 16/B, B-1000 Brussels - Belgium



*With the support of the European Union*