



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

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

**July 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. Types of costs covered

Reimbursement of costs differs for national and foreign participants. The rules are as follows:

	<b>Transport costs</b>	<b>Accommodation meals, local transport and sundry expenses</b>
<b>Foreign participants</b>	Maximum 400€	Daily allowances
<b>National participants</b>	Maximum 200€	Actual costs basis

## 2. Travel expenses

The travel expenses incurred by the participants for the purpose of attending the activity shall be reimbursed on the basis of the **most cost-effective means of transport** between their institution in the country of origin and the venue of the activity.

The total eligible costs shall not exceed 400 euros for foreign participants.

The total eligible costs shall not exceed 200 euros for national participants.

In no case shall costs derived from excess luggage or travel insurances be reimbursed. For the avoidance of doubt, and although the 400/200 euros (foreign/national participants) limit will be still applying, it will not be considered “an excess luggage cost” any expense related to the transport of one single piece of luggage per person (exceeding the standard planes’ cabin allowances’ weight or size but not exceeding the weight of 20kgs) whenever such cost is not included in the ticket’s price; in order to be entitled to the reimbursement of those costs, and in addition to the travel documents, participants must provide evidence enough that the transport of such piece of luggage was not included in the paid airlines fare.

As an exception, amounts in excess of 400/200 Euros (foreign/national participants) may be claimed if duly justified (i.e. urgency, complex route, island...) with an explanatory note addressed to the Secretary General of EJTJN ([exchanges@ejtn.eu](mailto:exchanges@ejtn.eu)) in order for EJTJN 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 on a case by case basis.

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.

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.

### 3. Accommodation, meals, local transport and sundry expenses

#### **3.1 Foreign participants (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, and local travels (such as transport from the airport to the city center)<sup>2</sup> 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	EJTN PER DIEM RATES	5 DAYS	6 DAYS
Austria	€ 170	€ 850	€ 1.020
Belgium	€ 180	€ 900	€ 1.080
Bulgaria	€ 180	€ 900	€ 1.080
Croatia	€ 150	€ 750	€ 900
Czech Republic	€ 180	€ 900	€ 1.080
Finland	€ 190	€ 950	€ 1.140
France	€ 190	€ 950	€ 1.140
Germany	€ 160	€ 800	€ 960
Greece	€ 170	€ 850	€ 1.020
Hungary	€ 170	€ 850	€ 1.020
Italy	€ 180	€ 900	€ 1.080
Netherlands	€ 200	€ 1.000	€ 1.200
Poland	€ 170	€ 850	€ 1.020
Portugal	€ 160	€ 800	€ 960
Romania	€ 170	€ 850	€ 1.020
Slovak Republic	€ 160	€ 800	€ 960
Slovenia	€ 150	€ 750	€ 900

**Per Diem calculation method:** The number of *per diem* to be paid comprises the days of the exchange and the day before the exchange starts (if justified). In all cases, the number of *per diem* paid will not exceed a full 6 for AIAKOS exchanges.

#### **3.2 National participants (actual costs basis)**

Participants residing in the country where the activity takes place will be entitled to the reimbursement of their daily expenses (in so far as these are not covered by their national institution) on the basis of their actual costs. 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 journey is made using public transports.

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<sup>2</sup> Local travels should be understood in the following cases:

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

Reimbursements of the meals will not exceed 20 EUR for lunch and 30 EUR for diner. Additionally, the aforementioned per diem limits are applicable.

#### 4. Procedure of payment

##### **4.1 Foreign participants**

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 4.3 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.

##### **4.2 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 EJTN. The aforementioned per diem limits are applicable.

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.

##### **4.3 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:      km x 2 (in-out) x 0,22 € / km =
- For national participants only:
  - The expense claim form for national participants dully completed
  - The original invoice for accommodation specifying the name of the hotel, the dates of the nights involved and the price paid for each night<sup>3</sup>. Please note that the invoice must be an individual one.
  - The original invoices for the 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.
  - Proof of costs for local transport (bus or tram ticket, original taxi receipt only in case of late arrival or early departure when public transport is not available...)

***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.***

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<sup>3</sup> Please note that extra expenses such as double room, mini-bar or any other service provided by the hotel will not be reimbursed by EJTJN.

**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](mailto: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](mailto: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:  
route:            km x 2 (in-out) x 0,22 € / km =

For national participants only:

- The expense claim for national participants form dully completed
- The original invoice for accommodation specifying the name of the hotel, the dates of the nights involved and the price paid for each night<sup>4</sup>. Please note that the invoice must be an individual one;
- The original invoices for the 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;
- Proof of costs for local transport (bus or tram ticket, original taxi receipt only in case of late arrival or early departure when public transport is not available...).

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<sup>4</sup> Please note that extra expenses such as double room, mini-bar or any other service provided by the hotel will not be reimbursed by EJTN.