



European Judicial Training Network



STUDY VISITS FINANCIAL CONDITIONS 2017¹

December 2016



With the support of the European Union

¹ 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 Court of Justice of the European Union (CJEU), the European Court of Human Rights (ECHR), 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 either in English or French.

2. Length

- 2 days at CJEU in Luxembourg (Luxembourg)
- 3 days at EU Institutions in Brussels (Belgium)
- 3 days at ECHR in Strasbourg (France)
- 5 days at EUROJUST in The Hague (the Netherlands)

3. People concerned

Judges and prosecutors from 1st and 2nd instance, ordinary and administrative courts.

4. Terms of Reimbursement²

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 reimbursement will be done within 2 months after the event and upon reception of the complete file from participant within the deadline set

5. Travel costs

The total eligible costs for the return journey **will not exceed 400 Euros**. Any exceeding amount shall be at the charge either of the participant or of her/his sending institution.

Exceptions from the Corporate Financial Policy (ex. amounts in excess of 400 Euros, variation in travel class) may be claimed if duly justified (i.e. urgency, complex route, island...) with an explanatory note addressed to the Secretary General before any financial commitment is made. 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 may be justified by means of the expense claim form to which the pertinent travel documents, indicated below, shall be attached.

² Matters not covered by the present document are considered to be governed by EJTJN'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 EJTJN in light of the applicable Corporate Financial Policy

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 place of the event in the hosting country

6. Per diem

Per diems are due to attendants at EJTN meetings and events that take place outside their country of residence.

The per diem is considered to cover any and all of the participant's expenses other than the return journey referred to in the article 5, namely including accommodation, sundry expenses, meals and local travels³.

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

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

When catering expenses or any other are paid or offered, the per diem will be reduced by the cost of the meal.

Participants residing in the country where the event takes place and as far as their expenses are not covered by their national institution will be entitled to the reimbursement of their travel and daily expenses due to the attendance of the meeting on the basis of their actual costs and upon presentation of dully substantiated receipts supplied by the participant or the invoice issued to the organizer. The reimbursement limits indicated above will apply.

7. 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 from the participant no later than one week before the beginning of the activity.

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.

8. Per Diem calculation method

The number of per diems to be paid equals the number of nights between the days of event and the night before the event (if justified). The last day of event gives right to a half (1/2) per diem. The same applies for a one (1) day event. However, a full per diem will be paid for the last day of event / one-day event, if the participant demonstrates that he cannot return in the same day the meeting ends due to unavailable transport.

9. Payment procedure

The amounts due to study visits (CJEU, ECHR, EU institutions and EUROJUST) will be paid in a single instalment after the study visit.

Participants must send all transport documents at the latest three weeks after the study visit.

10. Requested documents

The documents required before processing the payment are:

- The registration form duly filled in on the Exchange Programme platform
- The evaluation form to be filled in on the Exchange Programme platform
- The expense claim form to be uploaded on the Exchange Programme platform **and sent by post** together with the requested travel documents below to the following address:

Finances Unit – Jolanta SZCZEBIOT / Study Visits
European Judicial Training Network
Rue du Commerce 123
B-1000 Bruxelles
Belgium

- 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** (except for electronic boarding passes) corresponding to the journey or a certificate from the airline that the ticket was flown should the participant have lost one or all boarding pass/es. Mobile boarding passes must be printed and added to the costs claim
- If travel by train:
 - the train tickets. Mobile train ticket must be printed and added to the costs claim
 - 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 (Google Maps or Michelin Guide): km x 2 (in-out) x 0,22 € / km =