

Brussels, 12-13 May 2014

Instituut voor Gerechtelijke Opleiding - Institut de Formation Judiciaire
Avenue Louise 54 – 1000 Brussels

TERMS AND CONDITIONS OF PARTICIPATION¹

I- Organisation of transport and accommodation

Participants are responsible for organizing and paying their own travel costs to the venue of the seminar as well as for their accommodation but EJTN will reimburse those expenses according to the provisions below.

II- Types of costs covered

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

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

The EJTN will secure the reimbursement of the following costs incurred in by the participants:

A- Travel costs (except local travel)

- The travel expenses incurred by the participants for the purpose of attending the seminar 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 seminar.
- Depending on how the participants travel, the reimbursement shall cover:
 - ✓ *Travel by plane*: cost of an economy class ticket
 - ✓ *Travel by rail*: cost of a first-class ticket on the shortest route
 - ✓ *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 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.
- 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 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

¹ These terms and conditions may be subject to changes. Should that be the case, participants will be informed in due time.

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documents, participants must provide evidence enough that the transport of such piece of luggage was not included in the paid airlines fare.

B- Accommodation, meals, local transport and sundry expenses1°- Foreign participants

- Daily allowances are paid to participants. They cover participants' expenses other than international travel, including accommodation, meals, local transport (e.g., airport to venue or city center/hotel) and sundry expenses.
- The number of daily allowances paid to foreign participants is calculated as follows:
 - ✓ 100% for the day before the seminar should the participant arrive in the city where the seminar takes place the day prior to the seminar's start
 - ✓ 100% for the full seminar days or 50% should the participant leave the same day
 - ✓ 50% for the last day of the seminar.
- Should coffee breaks, lunches and dinners be organized by EJTN, their price shall be deducted from the participants' per diem.

2°- National participants

- Participants residing in the country where the event 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 a maximum of two nights (the one before the seminar's first day and the following ones), two dinners (the day before the seminar if the participant is accommodated at the hotel and the first day of the seminar) and two lunches (on seminar days). Local transport will be reimbursed on the same basis if journey are made using public transports (except in case of late arrival or early departure which could lead to the reimbursement of duly justified taxi costs from and to the airport).
- To obtain this reimbursement, the participants will be asked to send duly substantiated receipts (e.g., hotel invoice, meals invoice, transport tickets, etc.) to EJTN. The aforementioned per diem limits are applicable.²

III- Conditions for reimbursement

- In order to comply with EU funding rules, **relevant costs will not be reimbursed and daily allowances will not be paid without appropriate documentation being provided.** As such, no later than **three weeks** after the end of the seminar, participants in that seminar should send the relevant documents (see list below) to the EJTN secretariat. Only then will EJTN be in a position to reimburse these costs up to the maxima set out above.

² EJTN will reimburse the costs incurred by the individual delegates up to a maximum of 20 € per lunch and 30 € per dinner upon proof of the expenditure incurred being submitted to EJTN.

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- Payment of the amounts due on what relates travel expenses are made in a single instalment after the event, upon the submission of an expense claim form to the Secretariat.
- Payments will not be made without the submission of the following documents to the EJTN Secretariat:
 - a) the registration form (before the event)
 - b) the expense claim form
 - c) the following travel documents depending on how the participant travelled:
 - ✓ If he/she has travelled by plane:
 - the invoice from the flight company
 - a copy of the flight ticket
 - the **original of all the boarding passes** corresponding to the journey or a certificate from the airline that the ticket was flown
 - ✓ If he/she has travelled by train:
 - the invoice from the train company (if applicable)
 - the **original of the train tickets**
 - ✓ if he/she has travelled 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 specific claim form for travel by car
 - d) for national participants only:
 - ✓ The original invoice for accommodation specifying the name of the hotel, the dates of the nights involved and the price paid for each night³. Please note that the invoice must be an individual one.
 - ✓ The original invoices for the dinners and lunches unless organised and directly paid by EJTN. 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 general rules of the EJTN Corporate Financial Policy will apply whenever not directly contradicted by any of the above.

IV- Attendance and participants lists

- A list of attendance will be circulated on each day of the seminar 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 seminar's venue. For full-day seminars, a list should be signed in the morning and afternoon of the seminar.

³ 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.

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- A list of participants and their email address will be distributed before the seminar. Those who agree to be included on this list are requested to tick the relevant box in the registration form.

V- *Documentation and working language regime in the seminar*

- Participants are requested to download appropriate documentation for the seminar via the EJTN website which will be updated regularly. However, practical and study cases will be delivered only at the seminar. The working language will be English and practical cases will be drafted in English. The participants' national language can nevertheless be used during the discussions in national core groups.



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