



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

# **AIAKOS PROGRAMME 2023 FINANCIAL CONDITIONS**

**Effective 1 January 2023**

**With financial support from the Justice Programme of the European Union**



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## Foreword: Impact of the COVID-19 on the AIAKOS Financial Conditions

The following Financial Conditions 2023 are the usual conditions applicable for the AIAKOS Programme. However, specific policies may be applied by EJTN due to the impact of the COVID-19 outbreak in Europe. Therefore, you are requested to strictly follow the instructions provided by your EJTN contact point as they may have an impact on the below Financial Conditions (e.g., change of delay to book, additional document(s) to be provided, etc.).

The per diem being linked to the justified presence at the training venue, participants in an online activity do not receive any per diem.

## 1. Terms of reimbursement<sup>1</sup>

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*).

Any additional costs due to unforeseen events and not previously approved are not refundable. EJTN shall not be held accountable for unforeseen events (strikes, delayed or cancelled transport, last-minute change of routes, ...) that do not depend on the organisation.

The participants of the AIAKOS programme shall receive the amounts due in two (2) instalments. The first instalment is considered a pre-payment of the foreseen expenses and will correspond to 70% of the expected amount of the *per diem* due. The final reimbursement will be made within 3 months after the exchange provided that all required documents as stated under article 7 have been received by EJTN within the deadline set. The amount of the final payment will correspond to 30% of the total amount of the *per diem* due, plus the travel expenses, if any.

The participants must ensure a continued affiliation to the social security scheme, health insurance, pension funds and private insurances in their respective country of affiliation. Insurances against accident, death, invalidity and personal liability are mandatory and must be taken care of by the participant. Costs associated with the social security scheme, health and insurance not reimbursed by EJTN.

## 2. Travel costs<sup>2</sup>

The travel expenses incurred by participants are reimbursed based on 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.

The total eligible costs for the return journey **will not exceed 500 EUR**. Any exceeding amount shall be at the charge either of the participant or of her/his sending institution.

Depending on the mean of transport used, the reimbursement is made as follows:

- Travel by plane: cost of an economy class ticket
  - Travel by train and long-distance bus: cost of first-class ticket on the shortest way for a round trip
  - Travel by 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): journey km x 2 (in-out) x 0,22 € / km
- a. Specific rules for transport
- Luggage cost

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

<sup>2</sup> Clarifications on the reimbursement of travel costs can be found in the FAQ on EJTN's website. Participants are also invited to read this document before making any booking.

In no case shall costs derived from excess luggage or travel insurances be reimbursed, neither options chosen by the participant (priority boarding, seat reservation, service packs or additional luggage) be reimbursed.

Cost associated with the check-in of a single piece of luggage per person may be exceptionally reimbursed under the overall 500 EUR ceiling applicable to the reimbursement of international travel costs. This applies only to a single piece of luggage exceeding the standard 'cabin allowance' weight or size but not exceeding the weight of 20 kg, when such cost is not included in the airline's ticket price. In order to be entitled to the reimbursement of such costs, participants must provide, in addition to their travel documents, sufficient evidence that the transport of such piece of luggage was not included in the paid airlines fare.

- Taxi costs

The taxi cost being a local transport, it is considered as part of the per diem. Taxi costs are only reimbursed in case of flight arrival after 22:00 or flight departure before 7:00 on the day of the event (for exceptions, see article 2.a.). Participants must provide evidence of the time of arrival / departure of the flight. Additionally, the taxi receipt must show the date and time the service was used.

All transport claims must be justified by means of the statement of cost form to which the pertinent travel documents, indicated below, must be attached.

- Use of personal car or car rental

The use of personal car or car rental is only allowed if this is the most cost-effective means of transport compared to other means. The price of a car rental is not reimbursed.

In the case that several participants share the same means of transport (e.g., personal car or car rental), only the person who did the booking or the owner of the car will receive the reimbursement of the travel expenses under the conditions as stated under article 7. This is also applicable in case of a taxi share. In case of double reimbursement, the reimbursement of the overpaid amount will be requested.

Participants who choose to travel by car discharge EJTN from being responsible in any occurrence to the car or to third parties.

- Combining the exchange with another private or professional activity

Participant combining an EJTN activity, and another professional or private activity will be reimbursed on the basis of the less expensive journey and avoiding double funding.

- b. Specific rules when the institution pays for the travel costs

Participants should clearly state in their registration form 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 in article 7 as evidence that the trip was undertaken.

### 3. Per diem

*Per diem* are due to participants of EJTN training activities that take place outside their country of residence. The *per diem* is considered to cover all expenses incurred by a participant other than the return journey referred to in article 2, including accommodation, sundry expenses, meals, and local travels<sup>3</sup>.

a. Amount by country

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

COUNTRY	EJTN PER DIEM RATES
Austria	€ 170
Belgium	€ 180
Bulgaria	€ 180
Croatia	€ 150
Czechia	€ 180
Estonia	€ 150
Finland	€ 190
France	€ 190
Germany	€ 160
Greece	€ 170
Hungary	€ 170
Italy	€ 180
Latvia	€ 160
Lithuania	€ 150
Netherlands	€ 200
Poland	€ 170
Portugal	€ 160
Romania	€ 170
Slovak Republic	€ 160
Slovenia	€ 150
Spain	€ 160
Sweden	€ 200

When catering expenses or any other expenses are paid or offered, the *per diem* is reduced either by the amount of its actual cost, if paid by EJTN, or *by reducing it by 15 EUR for a lunch and 25 EUR for a dinner, if paid by a third party.*

<sup>3</sup> 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.

b. Calculation method

The number of *per diem* to be paid equals the number of nights between the days of the event. The length of the stay abroad is determined by the documental evidence provided by the participant.

The night before the event gives right to a full *per diem* **only if the event starts before 10.00 a.m.** the following day. The EJTN Finance Unit will assess the eligibility based on the documented evidence of the start date and time provided by the participant (i.e., official programme of the exchange) and submitted at the reimbursement stage.

In any case, the number of *per diem* paid will not exceed a full six (6) days for AIAKOS exchanges.

#### **4. Requests for exception**

Exceptions from the EJTN Corporate Financial Policy may be claimed if duly justified. Possible exceptions include request for travel costs over 500 EUR, extra *per diem* for the night before the activity if the event starts from 10.00 a.m., full *per diem* for the last day of the activity, additional costs, early arrival to/late departure from the city where the training is held.

Any exception request must be claimed using the [Exception Request Form](#). The document must be duly filled in and communicated by the participant after the activity when submitting his/her statement of costs on the Exchange Programme platform.

#### **5. Special situations applying to participants residing in the country where the event takes place**

Participants residing in the country where the event takes place do not receive *per diem*.

As far as their expenses are not covered by their national institution, they will be entitled to the reimbursement of their travel **up to a maximum of 200 EUR** and their daily expenses due to the attendance of the meeting on the basis of their actual costs and upon presentation of duly substantiated receipts supplied by the participant or the invoice issued to the organiser.

Reimbursements of the meals will not exceed 20 EUR for lunch and 30 EUR for dinner. The *per diem* limits indicated above will apply. This reimbursement shall cover the expenses incurred for accommodation and meals the day before the activity and the days in which the activity is taking place. Local transport will be reimbursed on the same basis if the journey is made using public transportation.

#### **6. Payment procedure**

The right to be reimbursed extinguishes due to the closure of the reimbursement claim where, missing duly substantiated justifications, two (2) reminders have been sent to the participant without any feedback or follow-up from their part within the time set in the last reminder. In addition, EJTN may request the reimbursement of any amount it has advanced to the participant if the requested documents are not provided.

No acknowledgment of receipt will be sent following the receipt of the financial documents. Participants are therefore invited to regularly check their bank account.

a. Foreign participants

The pre-payment will be paid to the bank account indicated in the online registration form submitted by the participant, on an average of two (2) weeks before the start of the exchange.

The final payment will be made within three (3) months after the exchange and upon reception by EJTN of the indispensable documents indicated under article 6 below.

Participants must send all transport documents as soon as possible and at the latest four (4) weeks after the exchange.

b. 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 upload duly substantiated receipts (transport, accommodation, meals, etc.) on the Exchange Programme platform.

## **7. Requested documents**

The requested documents are considered as the evidence of your journey. Without the documents mentioned below, no reimbursement can be foreseen. Additional documents may be requested on a case-by-case basis by the EJTN Finance Unit.

The documents required before taking part in an exchange are:

- The registration form duly filled in on the Exchange Programme platform

The following documents are required before processing the payment:

- The **evaluation form** to be filled in on the Exchange Programme platform
- The **statement of costs** form to be filled in on the Exchange Programme platform
- The following **travel evidence** depending on the mode of transportation. All documents included boarding passes may be provided in electronic or scanned format. Participants must keep the documents reproducible (i.e., saved, scanned or printed) in case of loss.

If travelled by plane:

- **A copy or originals of all boarding passes** corresponding to the journey.  
**Attention:** Should the participant have lost one or all boarding pass/es, a certificate from the airline that the ticket was flown must be presented.
- **Attention:** Many mobile tickets or boarding passes tend to be removed from mobile apps after use. The participants are strongly advised to take screenshots of their boarding passes and tickets. The invoice from the travel agency or the airline (only if the ticket does not clearly show the amount claimed);

If travelled by train or long-distance bus:

- **A copy or original of the train or bus tickets.**  
**Attention:** Should the participant have lost one or all train or bus ticket/s, a certificate from the train or bus company that the ticket was used must be presented.  
**Attention:** Many mobile tickets received by SMS or apps tend to disappear after use. The participants are strongly advised to take screenshots of their tickets.
- The invoice from the travel agency or the train company (only if the ticket does not clearly show the amount claimed);

If travelled by 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 (cf. article 5)**, duly substantiated receipts for accommodation and invoices. All documents may be provided in electronic or scanned form and uploaded on the online Exchange Programme platform.

If some documents need to be **sent by post**, they must be sent with a note giving the name, surname and the activity the participant took part in, to the following address:

Finance Unit / AIAKOS Programme  
European Judicial Training Network  
Rue du Commerce 123,  
B-1000 Brussels, Belgium

### **8.Attendance list**

A list of attendance will be circulated during the activity and must be signed each day by the participants. This is a precondition for the payment of their daily allowances and travel expenses.

### **9.Cancellation**

The participation in the AIAKOS exchange is a unique opportunity to discover the work of a foreign institution in depth and to meet peers from other countries. Cancelling participation shall be avoided as this impacts the host institution and the overall organisation of the visit.

In case of unavoidable cancellation, participants must inform the EJTN secretariat and the sending national training institution as soon as possible so the place can be allocated to another participant on the waiting list.

If the cancellation occurs after the participant has committed funds for travel or accommodation, those costs will not be reimbursed by EJTN.

**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.
- Register online on the Exchange Programme platform 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 for the final payment to be paid to you:

- Fill in the online evaluation form on the Exchange Programme platform
- Complete the statement of cost and upload documents on the Exchange Programme platform
- Originals of the paper boarding passes and/ or train tickets may be provided in electronic or scanned form and uploaded on the online Exchange Programme platform.

If travelled by plane:

- The originals of all the boarding passes corresponding to the journey. All documents may be provided in electronic or scanned form and uploaded on the online Exchange Programme platform. Mobile boarding passes (received by SMS) must be printed and added to the costs claim. Attention: should the participant have lost one or all boarding pass/es, a certificate from the airline that the ticket was flown must be presented.
- The invoice from the travel agency or the airline (if the ticket does not clearly show the amount claimed);
- Participants must keep boarding passes reproducible (i.e., saved, scanned or printed) in case of any loss.

If travelled by train or long-distance bus:

- The originals of the train or bus tickets. All documents may be provided in electronic or scanned form and uploaded on the online Exchange Programme platform. Mobile train ticket (received by SMS) must be printed and added to the costs claim.
- The invoice from the train company (if the ticket does not clearly show the amount claimed);
- Participants must keep train tickets reproducible (i.e., saved, scanned or printed) in case of any loss.

If travelled by 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:  $\text{km} \times 2 \text{ (in-out)} \times 0,22 \text{ € / km} =$

For national participants only:

- All documents may be provided in electronic or scanned form and uploaded on the online Exchange Programme platform;
- If applicable, the original invoice for accommodation specifying the name of the hotel, the dates of the nights involved, and the price paid for each night. Please note that the invoice must be an individual one;
- If applicable, the original invoices for 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;
- If applicable, proof of costs for local transport (bus/tram/metro ticket, original taxi receipt only in case of late arrival or early departure when public transport is not available...).