



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



# **STUDY VISITS FINANCIAL CONDITIONS 2023<sup>1</sup>**

**Effective 1 January 2023**



**With financial support from the Justice Programme  
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.

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## Foreword: Impact of the COVID-19 on the EJTN Exchange Programme Financial Conditions

The following EJTN Exchange Programme Financial Conditions 2023 are the usual conditions applicable for any EJTN exchange. However, specific policies may be applied by EJTN due to the impact of the COVID-19 pandemic 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 is linked to the justified presence at the training venue. Participants in an online activity therefore do not receive any per diem.

## 1. Description of the activity

Study visits are organised in European Courts, EU and international institutions and agencies such as the Court of Justice of the European Union (CJEU), the European Court of Human Rights (ECtHR), EUROJUST, EU Institutions in Brussels, the European Union Agency for Fundamental Rights (FRA), the Hague Conference on Private International Law (HCCH) and the Max Planck Institute for Social Anthropology.

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

- 1.5 days at CJEU in Luxembourg (Luxembourg)
- 3 days at EU institutions in Brussels (Belgium)
- 2.5 days at ECtHR in Strasbourg (France)
- 3 days at EUROJUST in The Hague (the Netherlands)
- 2 days at FRA in Vienna (Austria)
- 1.5 days at the HCCH in The Hague (The Netherlands)
- 5 days at the Max Planck Institute in Halle (Germany)

## 3. Target audience

Judges (including administrative judges), prosecutors, court/prosecution staff, and judicial trainers.

## 4. Terms of reimbursement<sup>2</sup>

The reimbursement applies both to the participant's travel and ordinary expenses, the latter being made in the form of the payment of a daily allowance (per diem).

Any additional costs due to unforeseen events and not previously approved are non-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 reimbursement will be made within two (2) months after all required documents as stated under article 10 have been received by EJTN within the set deadline.

The participants must check with their employer that they will remain covered during the whole training period by the social security scheme applicable to the concerned national

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<sup>2</sup> 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

administration and that the latter will support the health expenses incurred abroad. They must make sure that they are insured against accident, death and invalidity risks. Costs associated with the social security scheme, health and insurance are not reimbursed by EJTN.

## 5. Travel costs<sup>3</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 host 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 costs

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).

Cost associated with the check-in of a single piece of luggage per person may be exceptionally reimbursed under the overall 500 EUR threshold 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

Taxi costs being a local transport, are considered to be covered by the *per diem*. Taxi costs are only reimbursed under the 500 EUR threshold in case of flight arrival after 22:00 or flight departure before 7:00 on the day of the event (for exceptions, see article 2.2.1.). Participants

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<sup>3</sup> Clarifications on the travel cost reimbursement can be found in the FAQ on EJTN's website. Participants are also invited to read this document before making any booking.

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 online expense claim form to which the pertinent travel documents, indicated under article 2.6, must be added.

- Use of personal car or car rental

The use of a 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 driver will receive the reimbursement of the travel expenses under the conditions as stated under article 2.6. This is also applicable in case of a shared taxi. In case of double reimbursement, the reimbursement of the overpaid amount will be requested.

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

b. Specific rules if the institution pays for the travel

Participants must clearly state in their registration form whether any national institution has provided them with transport tickets. If this is the case, EJTJN will reimburse these costs to the respective national entity, but the participant must provide the documents indicated in article 10 as evidence that the trip was undertaken.

6. Per diem (daily allowances)

*Per diem* are due to attendees of EJTJN meetings and events 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 5, including accommodation, sundry expenses, meals, local travels<sup>4</sup>, and any additional costs incurred by the COVID-19 outbreak.

a. Amount by country

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

Country	Per diem in EUR
Austria	170

<sup>4</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.

Belgium	180
France	190
Germany	160
Luxembourg	180
Netherlands	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.

#### 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.

The last day of the event entitles the participant to half (1/2) *per diem*.

### 7. 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.

### 8. Special situations applying for participants residing in the country where the event takes place

Participants residing in the country where the event takes place do not receive a 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. The per diem limits indicated above will apply.

## 9. Payment procedure

The amounts due to study visits will be paid in a single instalment after the study visit provided that the file is complete.

Participants must send all documents listed in point 10 as soon as possible and at the latest four (4) weeks after the study visit. No acknowledgment of receipt will be sent following the receipt of the financial documents. Participants are therefore invited to regularly check their bank account.

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.

## 10. Requested documents

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

The following document is required before taking part in an exchange:

- 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 original of all original 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.
- 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)
- ✓ 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 or bus 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. point 8),** duly substantiated receipts for accommodation and invoices.

If original 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, to the following address:

European Judicial Training Network  
 Finance Unit / Study Visits  
 Rue du Commerce 123  
 B-1000 Bruxelles  
 Belgium

## 11. Attendance lists

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

## 12. Cancellation

The participation in an EJTN study visit is a unique opportunity to discover the work of an institution in depth and to meet practitioners 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.