

FINANCIAL INFORMATION - BEFORE THE SEMINAR

Each participant and expert will be reimbursed for the expenses supported, namely:

- The reimbursement of the transportation costs, up to a maximum of 400€.
- A daily allowance of 180€ in order to cover participants' and experts' expenses for accommodation, internal transport (bus, taxi, metro etc) and meals. For this action, EJTN will pay 2,5-day daily allowance.

For the participants/experts residing in the country where the meeting is to take place (Belgium): EJTN will secure the full reimbursement of travel and daily expenses (up to the aggregated value of the applicable per diem) incurred in connection with the activity, on the basis of their actual costs and upon presentation of dully substantiated receipts, invoices and/or other documentary proof of the expenses incurred.

As for the reimbursement of the travel by private car, the following financial rules will apply: 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: $\text{Kilometre claim km} \times 2 \text{ (in-out)} \times 0,22 \text{ € / km} =$ Participants/experts who choose to use their own car remain fully liable for any accidents to their car or third parties.

REIMBURSEMENT PROCEDURE - TO DO LIST POST-SEMINAR

Please find below the list of documents required in order to process your reimbursement. These should be **sent by post** to EJTN premises in Brussels within one month after the closing of the event.

Participants are strongly encouraged to keep copies of the original travel documents in case of possible loss while being sent by the post.

Please confirm whether you have all the requested documents:

After the seminar, your documents are to be sent by post to the EJTN Financial Unit, with clear indication of the name of the activity: **JTM Seminar - TM/2017/05**. The person responsible to receive your documents is Ms. Helene Cambron.

Address to send your original travel documents: **European Judicial Training Network, 123 Rue du Commerce, B-1000, Brussels, Belgium.**

In case of questions on your reimbursement, you may refer to the following email address:

RefundEvent@ejtn.eu

☐ The following travel documents depending on how you travelled:

→ ***If you have travelled by plane:***

- ☐ the invoice from the flight company
- ☐ a copy of your itinerary
- ☐ the **original boarding passes** corresponding to your journey

For plane travels an invoice from the carrier may be substituted by the e-ticket whenever its price is shown on it **and** that amount matches exactly the requested reimbursement.

→ ***If you have travelled by train:***

- ☐ the invoice from the train company
- ☐ the **original train tickets** corresponding to your journey

→ ***If you have travelled by private car:***

- ☐ A via Michelin/Google Maps itinerary of your journey, depicting your arrival and departure points (residence to seminar venue) and the number of kilometers covered, calculated on the basis of the shortest route available.

Participants residing in Belgium should also provide the EJTN with the following additional documents:

- ☐ the invoice of accommodation (if not directly paid by the organisers)
- ☐ the **original tickets and invoices** for local transport (train, bus, from the airport/train station to the venue, etc.) Taxi costs are, in principle, not eligible for reimbursement.
- ☐ the **original invoices of the meals** other than those organized by the hosting institution
