

**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.

**This list is valid for Two-Week exchanges only!**

**1) Before the activity**

- Make your transport and accommodation arrangements.
- Register online using the individual link received by e-mail from EJTN
- 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.

Upon reception of your registration in due time and at the latest two weeks before the exchange, EJTN will proceed to the payment of the 1<sup>st</sup> installment of the per diem.

**2) Within a month after you attended the activity**

The following documents must be sent to EJTN in order for the final payment to be made to you:

- Fill in the online evaluation form using the individual link received by e-mail from EJTN
- Upload your post-exchange report using the individual link received by e-mail from EJTN

We strongly recommend that you keep a copy of all your travel documents as they may be requested by EJTN Finance Unit.