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| **EXCEPTION FORM** |

Exception form must be transmitted together with the supporting document, prior any financial commitment has been made, to EJTN to Mr. Churou Kone ([Churou.kone@ejtn.eu](mailto:Churou.kone@ejtn.eu)), Head of the Finance Unit, and – on copy – to the following functional email addresses: [exceptional\_travel\_request@ejtn.eu](mailto:exceptional_travel_request@ejtn.eu)

Your email shall include in the subject line the following information: WGJTM/2022/02 JTM Working group Second meeting- Request for exception\_[your name/surname]”.

Your request will be assessed based on the supporting document(s) and you will be informed about the decision by email. If needed, EJTN might require additional elements before taking any financial decision.

* **Information on your activity:** please indicate the dates, time and location(s) of your activity, as per the invitation email or draft programme received.

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| Participant own country and city: |  |
| Venue (country and city): | Centre for Judicial Studies, Lisbon, Portugal |
| Starting date and time: | *15/9/2022 (09:30)* |
| Final date and time: | *16/9/2022 (13:00)* |

* **Necessary supporting documents:**

1. The invitation email or draft programme received (not yet received), with the schedule of your activity.

Please copy-paste screenshot capture, here:

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2. The transport simulations (section A and B): the screenshot/print-screens of the list of cost-effective available flight/trains as displayed on a regular search engine, such as Skyscanner or E-dreams, ensuring that the travel dates location and times are visible on the screenshot capture and taking into account that direct connections are not always the most cost effective.

* **Request:** please explain clearly your situation and why the request should be granted:

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| Outward flight:  Return flight: |

**A –** The simulation of the return travels the participant should normally do, from the day before the activity until the last day of the activity, based on the most cost-effective means of transportation between the participant’s address, in the country of origin and the venue of the event, in the hosting country. NB. *To demonstrate the absence of transport on the last day of the activity, please include the screenshot/print-screen of the available flights/trains showing the non-availability of flights on the same day.*

Please copy-paste screenshot capture, here:

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| Outward flight  Return flight |

**B –** The simulation for the return travel, the participant would like to do. *(it is not necessary to provide information in case your claim relates to the granting of the full per diem on the last day of the activity)*

Please copy-paste screenshot capture, here:

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| Outward flight  Return flight |

**IMPORTANT INFORMATION:**

**In case an exception is granted by reply of e-mail, THIS DOCUMENT MUST BE INCLUDED IN THE DOCUMENTS TO BE SUBMITTED AFTER THE SEMINAR IN THE OSP PLATFORM OR WITH THE ORIGINAL DOCUMENTS SENT BY POST**

Please copy-paste the e-mail, here:

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