**EXPENSE CLAIM FORM**

Instructions for completing this form:

1. Please ensure that all sections are completed fully and correctly.
2. Please ensure that all requested documents are attached to the claim (see. checklist in annex)
3. Completed forms must be sent to the attention of the meeting organiser at the EJTN, by e-mail, fax or post (European Judicial Training Network, to the attention of Ms. Helene Cambron, Finance Unit, Rue du Commerce 123, B-1000 Brussels – [refundevent@ejtn.eu](mailto:refundevent@ejtn.eu)). Please note that scanned and faxed documents are not considered as originals and that the latter must therefore be sent by post.
4. Please mention the activity number (see below) on the envelope or in the subject line of your email.

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| 1. **INFORMATION ON THE EVENT** |

Type of event:  
**EJTN-FRA Applicability and Effect of the EU Charter on Fundamental Rights in National Proceedings**

Activity number: **HFR/2018/03**

Venue: **European Union Agency for Fundamental Rights -Schwarzenbergpl. 11, 1040 Vienna, Austria**

Starting date & time / Date et heure de début: **Thursday, 19 April 2018 (09:00)**

Final date and time / Date et heure de fin: **Friday, 20 April 2018 (13:30)**

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| 1. **INFORMATION ON THE PARTICIPANT** |

Surname:

First name:

Institution:

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| 1. **STATEMENT OF COSTS** |

Please detail in the table below your expenses related to the event. If your travel costs include several journeys (ie. plane, then train), please detail each journey undertaken according to the example below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | From | | To | | Type of cost (including hotel/meals… for national participant) | Cost (in the currency stated in evidence/invoice) |
| Date | Place | Date | Place |
| Ex. | *30/08/09* | *Brussels (BE)* | *30/08/09* | *Madrid (ES)* | *Plane* | *000 EUR* |
| Ex. | *30/08/09* | *Madrid (ES)* | *30/08/09* | *Valencia (ES)* | *Train* | *000 EUR* |
| **1.** |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |
| **6.** |  |  |  |  |  |  |
| **7.** |  |  |  |  |  |  |
| **8.** |  |  |  |  |  |  |

**Declaration**

Hereby, I am making a claim for the payment of the sum that is due, as well as the transfer of this amount into the bank account indicated in my registration form or above.

I hereby certify that the information provided is true and correct and that I have not omitted any essential elements.

Done in:       Date:       Signature:

**REIMBURSEMENT CHECK-LIST**

Please find below the list of documents required in order to process your reimbursement. These documents should be sent to EJTN as soon as possible after the meeting, and by no later than **three weeks following the event**.Please confirm whether you have all the requested documents.

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| Documents to be sent to the EJTN Secretariat after the seminar, addressed to:  ***Finance Unit / Ms. Helene Cambron***  [***RefundEvent@ejtn.eu***](mailto:RefundEvent@ejtn.eu)  *(****HFR/2018/03****)*  ***European Judicial Training Network, 123 rue du Commerce, B-1000 Bruxelles, Belgium*** |

PLEASE NOTE THAT ALL ORIGINAL DOCUMENTS MUST BE SENT BY POST.

Expense Claim Form

The following travel documents depending on how you travelled:

* *If you travelled by plane*:

The invoice from your airline company/travel agency

A copy of your itinerary

The original boarding passes corresponding to your journey

* *If you travelled by train*:

Your travel invoice

The original train tickets corresponding to your journey

* *If you travelled by private car*:

The “Claim for Reimbursement of Private Car Travel” Form

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

Additionally, participants residing in the country where the seminar is to take place should also provide the EJTN with the following documents:

Invoice of accommodation (if not directly paid by the organizers);

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;

Original invoices for meals (except if directly covered by the EJTN and automatically deducted from the per diem).