TERMS AND CONDITIONS OF PARTICIPATION[1]

I- *Organization of transport and accommodation*

Participants are responsible for organizing and paying their own travel costs to the venue of the seminar as well as for their accommodation. The EJTN will reimburse those expenses according to the provisions below.

II- *Types of costs covered*

Reimbursement of cost differs for national and foreign participants. The rules are as follows:

	Transport costs	Accommodation meals, local transport and sundry expenses
Foreign participants	Maximum 400€	Daily allowances (**190EUR**)
National participants	Maximum 200€	Actual costs basis

A- Travel costs (except local travel)

- The travel expenses incurred by the participants for the purpose of attending the seminar shall be reimbursed on the basis of the **most cost-effective means of transport** between their institution in the country of origin and the venue of the seminar.
- Depending on how the participants travel, the reimbursement shall cover:
  - ✓ *Travel by plane*: cost of an economy class ticket
  - ✓ *Travel by rail*: cost of a first-class ticket on the shortest route
  - ✓ *Travel by private 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), using the following formula: <u>Kilometre claim</u>   km x 2 (in-out) x 0,22 € / km =   . Participants who choose to use their own car remain fully liable for any accidents to their car or to third parties.

    In case of car sharing, the expenditure of transport by private car will be reimbursed to the participant appointed to EJTN among the participants travelling together.
- In no case shall costs derived from excess luggage or travel insurances be reimbursed. For the avoidance of doubt, and although the 400/200 Euros limit will be still applying, it will not be considered "an excess luggage cost" any expense related to the transport of one single piece of luggage per person (exceeding the standard planes' cabin allowances' weight or size but not exceeding the weight of 20kgs) whenever such cost is not included in the ticket's price; in order to be entitled to the reimbursement of those costs, and in addition to the travel documents, participants must provide evidence enough that the transport of such piece of luggage was not included in the paid airlines fare.

B- Accommodation, meals, local transport and sundry expenses
1°- Foreign participants

- Daily allowances are paid to participants. They cover participants' expenses other than international travel, including accommodation, meals, local transport (e.g., airport to venue or city center/hotel) and sundry expenses.

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[1] These terms and conditions may be subject to changes. Should that be the case, participants will be informed in due time.

- The number of per diems to be paid equals the number of nights between the days of event and the night before the event (if justified). The last day of event gives right to a half (1/2) per diem. The same applies for a one (1) day event. However, a full per diem will be paid for the last day of event / one day event, if the participant demonstrates that he cannot return in the same day the meeting ends due to unavailable transport
- The length of the stay abroad is determined by the documental evidence provided by the participant (see III).
- Should coffee breaks, lunches and dinners be organized and paid by EJTN, their price shall be deducted from the participants' per diem.

  ### 2°- National participants

- Participants residing in the country where the event takes place will be entitled to the reimbursement of their daily expenses (in so far as these are not covered by their national institution) on the basis of their actual costs except for the participants whose institution is in the same city as the venue. The following costs may be considered, if applicable:
  - Accommodation for the night before the first day of the event, up to the night before the event's last day;
  - One dinner per day for the duration of the event, starting with the day before the event's first day, but excluding the final day of the event;
  - One lunch for each day of the event – except for lunches organised by EJTN and directly paid by the EJTN;
  - Local transport costs for journeys made using public transportation.
- Reimbursements of the meals will not exceed 15 EUR for lunch and 25 EUR for diner.
- In order to be reimbursed, the participants must send to the EJTN dully substantiated receipts attesting to each expense claimed (see annex to the expense claim form). The aforementioned per diem limits are applicable.

III- Conditions for reimbursement
- In order to comply with EU funding rules, **relevant costs will not be reimbursed and daily allowances will not be paid without appropriate documentation being provided within the relevant deadline** (see annex to the expense claim form for the list of documents)**.**
- Payment of the amounts due regarding travel expenses are made in a single instalment after the event, upon the receipt by the EJTN of the required documents.
- 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.

IV- Attendance and participants lists
- A list of attendance will be circulated on each day of the seminar and participants are requested to sign it in order to confirm their attendance. This is a precondition for the payment of their daily allowances and travel expenses.
- The list should be signed by each participant upon arrival at the seminar's venue. For full-day seminars, a list should be signed in the morning and afternoon of the seminar.
- A list of participants including each participants' contact details will be made available to all participants unless a written objection is received by the EJTN from the participant up to one week before the beginning of the activity.

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