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| **EXCEPTION REQUEST FORM** |

The Exception Request Form is meant to be used to claim any exception to EJTN regular provisions regulating the reimbursement of travel and subsistence costs of the participants as laid down in the EJTN Corporate Financial Policy, e.g.: amounts exceeding 400 EUR or full *per diem* paid for the last day of event or a *per diem*

for the night before the event if the event starts from 10.00 a.m. onwards, early arrival/late departure. Please always refer to the Financial Conditions communicated in the invitation you received from EJTN to make a request.

1. Instructions

Any request for exception must be claimed using the Exception Request Form prior any financial commitment has been made and up to two (2) weeks before the start date of the exchange.

The filled in Exception Request Form and supporting documents must be transmitted to Mr. Churou Kone (Churou.kone@ejtn.eu), Head of the EJTN Finance Unit, and – in cc – to the following functional email addresses: exchangeprogramme@ejtn.eu and refundexchange@ejtn.eu. The email shall include the following information in the subject line: “ExP\_[Name of the activity]\_Request for exception\_[your name/surname]”.

All requests for exception are assessed based on the supporting document(s). The decision is communicated to the applicant by email within three (3) working days. If needed, EJTN may request additional information before taking a final decision.

1. Information on the 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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| Activity name/code | *(ex. ST/GEN/2022)* |
| Participant own country and city:  |  |
| Venue/Exchange location (country and city): |  |
| Starting date and time: | *DD/MM/YYYY* ***Time*** |
| Final date and time: | *DD/MM/YYYY* ***Time*** |

1. Request

Please specify which exception(s) you are claiming:

[ ]  Travel costs over 400€ (*to claim under section C.1*)

[ ]  Extra *per diem* for the night before the activity (*to claim under section C.2*)

[ ]  Extra per diem for the last day of the activity (*to claim under section C.2*)

[ ]  Other request *(to claim under section C.3)*

C.1. Extra travel costs (when applicable)

Please note that any approved exception for extra travel costs will be made on the following basis:

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| **Travel cost paid by participant (EUR)** | **% of extra cost granted** |
| From 401 to 600 | 50 % |
| From 601 to 800 | 30 % |
| Over 801 | Not reimbursed |

*Attention: no extra costs can be granted in case of travel by car.*

C.1. 1. Claim:

Please explain your claim in the below box and why the request for extra travel costs should be granted:

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C.1.2. Simulations:

Please copy-paste in the below box the screenshot of a simulation of the return travel **you 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 your address, in the country of origin, and the venue of the event, in the hosting country. NB. *If you wish to demonstrate* *the absence of transport, please include the screenshot/print-screen of the available flights/trains showing the non-availability of flights on that day.*

*Please add screenshot of cost-effective available flights/trains as displayed on a regular search engine, such as Skyscanner or E-dreams, ensuring that the travel dates, location and times are visible and taking into account that direct connections are not always the most cost-effective.*

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Please copy-paste in the below box the simulation of the return travel **you would like to do**.

*Please add screenshot of cost-effective available flights/trains as displayed on a regular search engine, such as Skyscanner or E-dreams, ensuring that the travel dates location and times are visible and taking into account that direct connections are not always the most cost-effective.*

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C.2. Extra *per diem* (when applicable)

C.2.1. Claim:

Please explain your claim in the below box and why the request for additional per diem should be granted:

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C.2.2. Evidence:

Please add in the below box or in annex to your claim the invitation e-mail or draft programme received with the schedule of your activity.

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C.3. Other request

Please explain your claim in the below box and why the request should be granted. Please add screenshots where needed.

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1. Approval e-mail

In case your exception request is approved by the EJTN Finance unit, the e-mail granting the exception must be copy-pasted in the below section.

The Exception Request Form including the e-mail granting the exception must be included in the documents to be submitted after the exchange. Without this document, the exception you have been granted may not be taken into account when calculating the final reimbursement.

Please copy-paste the approval e-mail in the below box:

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