



European Judicial Training Network  
Réseau Européen de Formation Judiciaire



# JUDICIARY LEARNING GRANT PROGRAMME 2022 FINANCIAL CONDITIONS<sup>1</sup>

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<sup>1</sup> These financial conditions may be subject to changes. Should that be the case, participants will be informed in due time.

## Table of contents

TABLE OF CONTENTS .....	2
<b>Foreword: Impact of the COVID-19 on the EJTN Exchange Programme Financial Conditions.....</b>	<b>3</b>
<b>1. DESCRIPTION OF THE ACTIVITY.....</b>	<b>4</b>
<b>1.1. Definition.....</b>	<b>4</b>
<b>1.2. Length and period.....</b>	<b>4</b>
<b>1.3. Target audience .....</b>	<b>4</b>
<b>2. FINANCIAL CONDITIONS.....</b>	<b>4</b>
<b>2.1. Terms of reimbursement .....</b>	<b>4</b>
<b>2.2. Travel costs.....</b>	<b>4</b>
2.2.1. Requests for exceptions .....	5
2.2.2. Specific rules .....	6
2.2.3. Specific rules if the institution pays for the travel .....	6
<b>2.3. Per diem .....</b>	<b>7</b>
2.3.1. Amount by country .....	7
2.3.2. Per diem calculation method .....	8
2.3.3. Requests for exceptions .....	8
<b>2.4. Payment procedure .....</b>	<b>8</b>
<b>2.5. Requested documents .....</b>	<b>8</b>
2.5.1. Required document before taking part in a judiciary learning grant visit.....	9
2.5.2. Required documents before processing the payment .....	9
2.5.3. Required documents before before receiving the certificate of participation .....	10
<b>2.6. Cancellation or changes .....</b>	<b>11</b>

## Foreword: Impact of the COVID-19 on the EJTN Exchange Programme Financial Conditions

The following EJTN Exchange Programme Financial Conditions 2022 are the usual conditions applicable for any EJTN Exchange Programme activity. However, specific policies may be applied by EJTN due to the impact of the COVID-19 outbreak in Europe. Therefore, you are requested to strictly follow the instructions provided by your EJTN contact point as they may have an impact on the below Financial Conditions (e.g. change of delay to book, additional document(s) to be provided, etc.).

The per diem being linked to the justified presence at the training venue, participants in an online activity do not receive any per diem.

More information and up-to-date financial conditions can be found at: <https://www.ejtn.eu/Exchange-Programme/Activities/exchange-programme-financial-conditions/>.

## 1. Description of the activity

### 1.1. Definition

This guide covers the **judiciary learning grant programme** which allows EU Member State judges, prosecutors and judicial trainers the autonomy to self-identify and create individualised learning opportunities.

### 1.2. Length and period

A judiciary learning grant can last up to 4 days including travel.

All grants must be completed before 31 December 2022. Dates are agreed between the host institution and the participant. Once agreed upon, participants must inform their national contact point as well as the EJTN secretariat.

### 1.3. Target audience

Participants are judges (including administrative judges), prosecutors and judicial trainers.

## 2. Financial conditions

### 2.1. Terms of reimbursement<sup>2</sup>

The reimbursement applies both to the participant's travel and ordinary expenses, the latter being made under the form of the payment of a daily allowance (*per diem*).

The reimbursement will be done within 3 months after the event provided that all required documents as stated under article 2.5 have been received by EJTN within the deadline set.

### 2.2. Travel costs<sup>3</sup>

The travel expenses incurred by participants are reimbursed based on the most cost-effective means of transport between the institution in the country of origin and the place of the event in the host country.

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<sup>2</sup> 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 doubt concerning the interpretation and application of the present document shall be decided by EJTN in light of the applicable Corporate Financial Policy

<sup>3</sup> Clarifications on the travel cost reimbursement can be found in the FAQ on EJTN's website. Participants are also invited to read this document before making any booking.

The total eligible costs for the return journey **will not exceed 400 EUR**. Any exceeding amount shall be at the charge either of the participant or of her/his sending institution.

Depending on the mean of transport used, the reimbursement is made as follows:

- Travel by plane: cost of an economy class ticket
- Travel by rail and long-distance bus: cost of first-class ticket on the shortest way for a round trip
- Travel by 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 Maps): journey km x 2 (in-out) x 0,22 € / km

### 2.2.1. Requests for exceptions

Exceptions from the EJTN’s Corporate Financial Policy (e.g. amounts exceeding 400 EUR, variation in travel class) may be claimed if duly justified (i.e. urgency, complex route, island, etc.) with the exception request form<sup>4</sup> duly completed, the necessary supporting documents and an explanatory note addressed to the EJTN Finance Unit before any financial commitment is made and up to two (2) weeks before the start date of the exchange. Such a request will be evaluated in a discretionary manner and on a case by case basis.

In case of early arrival or late departure from the city where the training is held, the itinerary must correspond to the most cost-effective travel route and its overall costs must remain below 400 EUR. The participants in such situations must provide a simulation or evidence that the earlier arrival and/or late departure are based on the most cost-effective means of transport between the institution in the country of origin and the place of the event in the host country. No *per diem* will be paid for days exceeding the duration of the training event the participant has been selected for. The exception request form together with the necessary supporting documents and an explanatory note must be addressed to the EJTN Finance Unit before any financial commitment is made and up to two (2) weeks before the start date of the exchange.

If an exception for extra travel cost (surplus on the 400 EUR) is approved, the reimbursement of the extra cost is treated as follows:

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

Any request for exception granted by EJTN must be communicated by the participants when submitting their expense claim documents to be effective. No exception will be granted after the judiciary learning grant visit.

<sup>4</sup> The exception document must be requested to your EJTN contact point

### 2.2.2. Specific rules

In no case shall costs derived from excess luggage or travel insurances be reimbursed, neither options chosen by the participant (priority boarding, seat reservation, service packs or additional luggage).

Cost associated with the check-in of a single piece of luggage per person may be exceptionally reimbursed under the overall 400 EUR threshold applicable to the reimbursement of international travel costs. This applies only to a single piece of luggage exceeding the standard 'cabin allowance' weight or size but not exceeding the weight of 20 kg, when such cost is not included in the airline's ticket price. In order to be entitled to the reimbursement of such costs, participants must provide, in addition to their travel documents, sufficient evidence that the transport of such piece of luggage was not included in the paid airlines fare.

Taxi costs being a local transport, are considered as part of the *per diem*. Taxi costs are only reimbursed within the 400 EUR threshold in case of flight arrival after 22:00 or flight departure before 7:00 on the day of the event (for exceptions, see article 2.2.1.). Participants must provide evidence of the time of arrival/departure of the flight. Additionally, the taxi receipt must show the date and time the service was used.

All transport claims must be justified by means of the online expense claim form to which the pertinent travel documents, indicated below, must be attached.

The use of a personal car or car rental is only allowed if this is the most cost-effective means of transport compared to other means. The price of a car rental is not reimbursed.

In the case that several participants would share the same means of transport (e.g. personal car or car rental), only the person who did the booking or the owner of the car will receive the reimbursement of the travel expenses under the conditions as stated under article 2.5. This is also applicable in case of a taxi share. In case of double reimbursement, the reimbursement of the overpaid amount will be requested.

Participants who choose to travel by car discharge EJTN from being responsible in any occurrence of damage to the car or to third parties.

### 2.2.3. Specific rules if the institution pays for the travel

Participants must clearly state in their registration form whether any national institution have provided them with transport tickets. In the cases where so is stated, the reimbursement of these travel expenses will be made by EJTN to the respective national entity, but the participant must provide the documents indicated in article 2.5 as evidence that the trip was undertaken.

## 2.3. Per diem

*Per diem* are due to attendees of EJTN meetings and events that take place outside their country of residence.

The *per diem* is considered to cover all expenses incurred by a participant other than the return journey referred to in article 2.2, including accommodation, sundry expenses, meals, local travels<sup>5</sup>, and any additional costs incurred by the COVID-19 outbreak.

### 2.3.1. Amount by country

The table below indicates the amount paid by EJTN according to the country where the event takes place.

COUNTRY	EJTN PER DIEM RATES
Austria	€ 170
Belgium	€ 180
Bulgaria	€ 180
Croatia	€ 150
Czechia	€ 180
Cyprus	€ 180
Estonia	€ 150
Finland	€ 190
France	€ 190
Germany	€ 160
Greece	€ 170
Hungary	€ 170
Ireland	€ 200
Italy	€ 180
Latvia	€ 160
Lithuania	€ 150
Luxembourg	€ 180
Malta	€ 160
Netherlands	€ 200
Poland	€ 170
Portugal	€ 160
Romania	€ 170
Slovak Republic	€ 160
Slovenia	€ 150

<sup>5</sup> Local travels should be understood in the following cases:

- Travels within the city of departure of the participant;
- Travels within the city of arrival (where the event/activity takes place);
- Travels within any city of transit
- Between the airport and the city of departure, any city of transit and the city of arrival.

Spain	€ 160
Sweden	€ 200

### 2.3.2. Per diem calculation method

The number of *per diem* to be paid equals the number of nights between the days of the event. The length of the stay abroad is determined by the documental evidence provided by the participant.

The night before the event may give right to a full *per diem* **only if the event starts before 10.00 a.m.** the following day. The EJTN Finance Unit will assess the eligibility based on the documented evidence of the start date and time provided by the participant (i.e. official programme of the judiciary learning grant visit) and submitted at the reimbursement step.

The last day of the event gives right to half (1/2) a *per diem*.

### 2.3.3. Requests for exceptions

Exceptions from the Corporate Financial Policy (i.e. a full *per diem* paid for the last day of event / a *per diem* for the night before the event if the event starts from 10.00 a.m.) may be claimed if duly justified (i.e. unavailability of transport) with the exception request form<sup>6</sup> duly completed, the necessary supporting documents and an explanatory note addressed to the EJTN Finance Unit **before any financial commitment is made.** Such a request shall be appreciated in a discretionary manner and on a case by case basis.

Any request for exception granted by EJTN must be communicated by the participant when submitting his/her expense claim documents to be effective. No exception will be granted after the judiciary learning grant visit.

## 2.4. Payment procedure

The amounts due to the participant will be paid **in a single instalment after the activity provided that the file is complete.**

Participants must send all documents listed in point 2.5 as soon as possible and at the latest **four weeks after the judiciary learning grant visit** (unless other deadline communicated by EJTN).

## 2.5. Requested documents

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<sup>6</sup> The exception form must be requested to your EJTN contact point



The requested documents are considered as the evidence of the participant's journey. Without the documents mentioned below, no reimbursement can be made. Additional documents may be requested on a case-by-case basis by EJTN Finance Unit.

### 2.5.1. Required document before taking part in a judiciary learning grant visit

- The **registration form** duly filled in on the Exchange Programme platform.

### 2.5.2. Required documents before processing the payment

- The **initial evaluation form** to be filled in on the Exchange Programme platform.
- The **statement of costs** to be filled in on the Exchange Programme platform.
- The following **travel evidence** depending on the mode of transportation :
  - ✓ If travelled by plane:
    - **All original boarding passes** corresponding to the journey. All documents, including paper boarding passes, may be provided in electronic or scanned format and uploaded on the Exchange Programme platform.  
**Attention:** Should the participant have lost one or all boarding pass/es, a certificate from the airline that the ticket was flown must be presented.  
**Attention:** Many mobile tickets or boarding passes tend to be removed from mobile apps after use. The participants are strongly advised to take screenshots of their boarding passes and tickets.
    - A copy of the flight ticket
    - The invoice from the travel agency or the airline (only if the ticket does not clearly show the amount claimed)
    - Participants must keep boarding passes reproducible (i.e., saved, scanned or printed) in case of any loss.
  - ✓ If travelled by train or long-distance bus:
    - The **original** of the train or bus tickets. All documents, including paper tickets, may be provided in electronic or scanned format and uploaded on the - Exchange Programme platform.  
**Attention:** Should the participant have lost one or all train or bus ticket/s, a certificate from the train or bus company that the ticket was used must be presented.

**Attention:** Many mobile tickets received by SMS or apps tend to disappear after use. The participants are strongly advised to take screenshots of their tickets.

- The invoice from the travel agency or the train or bus company (only if the ticket does not clearly show the amount claimed)
  - Participants must keep train or bus tickets reproducible (i.e., saved, scanned or printed) in case of any loss.
- ✓ If travelled by private car:
- an itinerary mapping & detailing the journey to which the following calculation will be applied with a limit to a maximum of 1.200 km calculated on the basis of the shortest route: journey km x 2 (in-out) x 0,22 € / km

If original documents need to be **sent by post**, they must be sent with a note indicating the name and surname of the participant as well as the activity in which s/he took part, to the following address:

European Judicial Training Network  
Finance Unit / Ms. Aziza Boussouab  
Judiciary learning grant programme  
Rue du Commerce 123  
B-1000 Bruxelles  
Belgium

***The right to be reimbursed extinguishes due to the closure of the reimbursement claim where, missing duly substantiated justifications, two (2) reminders have been sent to the participant without any feedback or follow-up from their part within the time set in the last reminder. In addition, EJTN may request the reimbursement of any amounts it has advanced to the participant if the post-exchange requested documents are not produced.***

***No acknowledgment of receipt will be sent following the receipt of the financial documents. Participants are therefore invited to regularly check their bank account.***

### 2.5.3. Required documents before before receiving the certificate of participation

- The **6-month delayed evaluation form** to be filled in on the Exchange Programme platform 6 month after the judiciary learning grant visit.

## 2.6. Cancellation or changes

Cancelling the participation in the Exchange Programme shall be avoided as much as possible as cancellations generate a significant extra workload for the host institution and on the overall organisation of the activity.

In case of unavoidable cancellation, the participant must inform the EJTN secretariat, the sending and hosting NCP and the host institution.

If the cancellation occurs after the participant has committed funds for travel or accommodation, those costs will not be reimbursed by EJTN.

If the length of the judiciary learning grant visit has to be changed, the participant has to inform EJTN as soon as possible to justify such a situation. Each situation will be assessed on a case-by-case basis by EJTN and additional documents may be requested.

In case of other changes agreed upon between the participant and the host institution (e.g. change of dates, location, etc.), EJTN must be informed without any delay.