



European Judicial Training Network
Réseau Européen de Formation Judiciaire



STUDY VISITS

FINANCIAL CONDITIONS 2022¹

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of the European Union**

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

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1. Description of the activity

Study visits are organised in European Courts, EU and international institutions and agencies such as the Court of Justice of the European Union (CJEU), the European Court of Human Rights (ECtHR), EUROJUST, EU Institutions in Brussels, the European Union Agency for Fundamental Rights (FRA), the Hague Conference on Private International Law (HCCH) and the Max Planck Institute for Social Anthropology.

The study visits are designed to familiarise the participants with the visited institution through theoretical sessions as well as more practical activities. They take place either in English or French.

2. Length

- 1.5 days at CJEU in Luxembourg (Luxembourg)
- 3 days at EU institutions in Brussels (Belgium)
- 2.5 days at ECtHR in Strasbourg (France)
- 3 days at EUROJUST in The Hague (the Netherlands)
- 2 days at FRA in Vienna (Austria)
- 1.5 days at the HCCH in The Hague (The Netherlands)
- 5 days at the Max Planck Institute in Halle (Germany)

3. Target audience

Judges (including administrative judges), prosecutors, court staff, and judicial trainers.

4. Terms of reimbursement²

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).

Before the activity, the participant is required to check with his/her employer that he/she will remain covered during the whole training period by the social security scheme applicable to the concerned national administration and that the latter will support the health expenses incurred abroad.

The reimbursement will be done within 2 months after the event provided that all required documents as stated under article 9 have been received by EJTN within the deadline set.

² 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

5. Travel costs³

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.

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 Internet Maps): journey km x 2 (in-out) x 0,22 € / km

a. Requests for exceptions

Exceptions from the 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 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 shall be appreciated 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 under 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 hosting country. 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:

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

³ 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.

Any request for exception granted by EJTN must be communicated by the participant when submitting his/her expense claim documents to be effective.

b. Specific rules for transport

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) be reimbursed.

Taxi costs being a local transport are considered as covered by the per diem. Taxi costs are only reimbursed in case of flight arrival after 22:00 or flight departure before 7:00 on the day of the event (for exceptions, see article 5.a.). 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 expense claim form to which the pertinent travel documents, indicated below, must be attached.

The use of 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 9. 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 to the car or to third parties.

c. Specific rules when the institution pays for the travel cost

In the cases mentioned above where the autonomous payment of travel expenses is foreseen, participants should clearly state in their expense claim form if any national institution had 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 appropriate national entity, but the participant is due to provide the documents indicated in article 9 as evidence that the trip was undertaken.

6. Per diem (daily allowances)

Per diem are due to attendants 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 5, including accommodation, sundry expenses, meals, local travels⁴, and any additional costs incurred by the COVID-19 outbreak.

a. Amount by country

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

Country	Per diem in EUR
Austria	170
Belgium	180
France	190
Germany	160
Luxembourg	180
Netherlands	200

When catering expenses or any other expenses are paid or offered, the per diem is reduced either by the amount of its actual cost, if paid by EJTN, or by reducing it by 15 EUR for a lunch and 25 EUR for a dinner, if paid by a third party.

b. Per Diem calculation method

The number of per diems 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 gives 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 exchange) and submitted at the reimbursement stage.

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

c. Requests for exceptions

The last day of event gives right to a half (1/2) per diem. The same applies for a one (1) day event. However, 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 duly completed, the necessary supporting documents and an explanatory note

⁴ 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.

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 study visit.

7. Special situations applying for participants residing in the country where the event takes place

Participants residing in the country where the event takes place do not receive a per diem. As far as their expenses are not covered by their national institution, they will be entitled to the reimbursement of their travel up to a maximum of 200 EUR and their daily expenses due to the attendance of the meeting on the basis of their actual costs and upon presentation of duly substantiated receipts supplied by the participant or the invoice issued to the organiser. The per diem limits indicated above will apply.

8. Payment procedure

The amounts due to study visits will be paid in a single instalment after the study visit provided that the file is complete.

Participants must send all transport documents as soon as possible and at the latest four weeks after the study visit.

9. Requested documents

The requested documents are considered as the evidence of the participants' journey. Without the documents mentioned below, no reimbursement can be foreseen. Additional documents may be requested on a case-by-case basis by EJTN's Financial team.

The documents required before processing the payment are:

- The **registration form** duly filled in on the Exchange Programme platform
- The **evaluation form** to be filled in on the Exchange Programme platform
- The **statement of costs** form to be filled in on the Exchange Programme platform

✓ 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 car:
- an itinerary mapping & detailing the journey to which will be applied the following calculation with a limit to a maximum of 1.200 km calculated on the basis of the shortest route: $\text{km} \times 2 \text{ (in-out)} \times 0,22 \text{ € / km} =$

For national participants only (cf. point 7), duly substantiated receipts for accommodation and invoices.

If some original documents need to be **sent by post**, they must be sent with a note giving the name, surname and the activity the participant took part, to the following address:

European Judicial Training Network Finance Unit / Study Visits Ms. Aziza Boussouab Rue du Commerce 123 B-1000 Bruxelles, Belgium
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The right to be reimbursed extinguishes due to the closure of the claiming file where, missing duly substantiated justifications, two (2) reminders have been sent to the participant without any feedback or follow-up from his 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.

10. Attendance lists

A list of attendance will be circulated during the study visit and must be signed by the participants in the morning and afternoon each day. This is a precondition for the payment of their daily allowances and travel expenses.

11. Cancellation

The participation in an EJTN study visit is a unique opportunity to discover the work of an institution in depth and to meet practitioners from other countries. Cancelling participation should be avoided as much as possible as this has an impact on the host institution and on the overall organisation of the visit.

In case of cancellation, participants must inform the EJTN secretariat as soon as possible so the place can be allocated to another participant on the waiting list.

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