



European Judicial Training Network

**CORPORATE FINANCIAL POLICY FOR THE
ACTIVITIES IMPLEMENTED BY EJTN**

I

INTRODUCTION

1. Introduction

- 1.1. Unless the contrary is previously advertised by the Secretariat, the attendance to any EJTN activity entitles the participant, or his sending institution, the right to be reimbursed of his expenses within the strict terms and conditions defined in this document.
- 1.2. These rules aim at establishing, in a clear and unique set, the EJTN Corporate Financial Policy governing the eligibility criteria and the terms under which that reimbursement is made.
- 1.3. For the purposes of this document, an EJTN activity is defined as being any event integrated in the Network's programme of activities as foreseen in its operating annual budget (meetings, seminars, exchange programme internships, study visits etc...) as well as any other where the attendance of the participant either in representation or in the interest of the Network is authorized by the Secretary General.
- 1.4. This Regulation will apply to any EJTN activity. The single exception relates to those governed by a financial instrument other than the EJTN Ordinary Annual Operating Budget, whenever its respective rules of execution expressly contradict the current statements.
- 1.5. As provided by the Financial Regulation (Council Regulation (EC, Euratom) No 1605/2002) at its Article 111, in no circumstance shall the same costs be financed twice by the EU budget. This Regulation also applies to any activity funded by EJTN even in the event where a participant attends two different activities organised at the same period in time. If such case occurs, only the longer term activity will be financed.
- 1.6. The Secretary General, upon the approval of the Steering Committee, may introduce amendments to the EJTN Corporate Financial Policy in urgent situations. The introduced amendments will be presented to the next General Assembly.

II EJTN MEETINGS

2. Eligibility criteria for the attendance to EJTN Meetings and Seminars

- 2.1. The following participants' expenses are financed by EJTN:
 - 2.1.1. Delegates attending the General Assembly: two participants per member with the exception of the situations where a country is represented by several members; in this case EJTN will finance one participant per member, only.
 - 2.1.2. Delegates attending the Steering Committee and the Working Groups: one participant per member elected in the bodies, unless otherwise approved by the Steering Committee.
 - 2.1.3. Delegates attending Exchange Programme Contact Point meetings: one participant per partner' institutions.
 - 2.1.4. Seminars and other activities: the number of participants allocated to each member in the activity description form.
 - 2.1.5. Auditors attending the Steering Committee and the General Assembly upon invitation of the Secretary General.
 - 2.1.6. EJTN personnel: the attendance is designated by the Secretary General upon his own discretion and within the limits foreseen in the annual EJTN budget.
- 2.2. The Secretary General is entitled to invite any other members or third parties to any of the above meetings or seminars following an advice, as appropriate, either of the Steering Committee, of the Chair of the Steering Committee or the Working Group Conveners.
- 2.3. The rules contained in this regulation will apply, duly adapted, both to the EJTN Secretary General or to any other entity, when acting in the official representation of the Network in any kind of meeting or event.

3. Terms of Reimbursement

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).

4. Travel expenses

- 4.1. The total eligible costs for the return journey will not exceed 400 Euros. Any exceeding amount shall be at the charge either of the participant or of his sending institution.
- 4.2. Exceptions from the Corporate Financial Policy (ex. amounts in excess of 400 Euros, variation in travel class) may be claimed if duly justified (i.e. urgency, complex route, island...) with an explanatory note addressed to the Secretary

General before any financial commitment is made. Such a request shall be appreciated discretionally and in a case by case basis.

4.3. In no case shall costs derived from excess luggage or travel insurances be reimbursed. For the avoidance of doubt, and although the 400 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.

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

4.5. The travel expenses incurred by participants are reimbursed on the basis of 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.

4.6. 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: 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): $\text{km} \times 2 \text{ (in-out)} \times 0,22 \text{ € / km} =$
- Participants who choose to travel by car discharge EJTN from being responsible in any occurrence to the car or to third parties.
- In case of car sharing, the expenditures of transport by private car will be reimbursed to the participant appointed to EJTN among the participants travelling together. This is also applicable in case of a taxi share.
- Except in case of early departure and/or late arrival expressly requested for the purpose of attending the event and in dully circumstantiated cases studied on a case by case basis, local travels (taxi, etc.) are excluded from the specific reimbursement due to the rules determined by the European Union.
- Local travels, which are supposed to be covered by the per diem allowance paid to the participants (see infra), should be understood in the following cases:
 - Travels within the city of departure of the participant.
 - Travels within the city 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.

4.7. The right to be reimbursed extinguishes due to the closure of the claiming file where, missing dully substantiated travel justifications, two reminders have been sent to the participant without any feedback or follow-up from his part within the time set in the last reminder.

5. Per diems - General

- 5.1.** Per diems are due to attendants at EJTN meetings and events that take place outside their country of residence.
- 5.2.** The per diem is calculated on the basis of the information provided in the registration form and the expenses claim form to be filled in by each funded participant.
- 5.3.** The annexe 1 (table of per diem) indicates the amount paid by EJTN according to the country where the event¹ takes place. The per diem is considered to cover any and all of the participant's expenses other than the return journey referred to in the article 4.1., namely including accommodation, sundry expenses, meals and local travels as referred under article 4.6.
- 5.4.** When catering expenses or any other are paid or offered, the per diem is reduced either in the amount of its actual cost basis, 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.

6. Per Diem calculation method

- 6.1.** The number of per diems to be paid comprises the days of event and the day before (if justified).
- 6.2.** The length of the stay abroad is determined by the documental evidence provided by the participant according to 8.3. below.

7. Special situations applying to travel and per diems

- 7.1.** In special circumstances that would be previously advertised to participants, and upon the Secretary General's discretion, any funded delegate whose expenses would statutorily need to be borne by EJTN may see their per diem substituted, in whole or in part, for the direct payment by EJTN to the service providers. In this case, participants who exercise the option of using different service providers, namely for hotels, meals and coffee-breaks, will also see their per diem reduced in part or in total
- 7.2.** Participants residing in the country where the event takes place and as far as their expenses are not covered by their national institution will be entitled to the reimbursement of their travel and daily expenses due to the attendance of the meeting on the basis of their actual costs and upon presentation of dully substantiated receipts supplied by the participant or the invoice issued to the organizer. The reimbursement limits indicated above will apply.

¹ Per diem rates were reduced to 75% of those used in the framework of EC-funded external aid contracts (fractions rounded up to the next Euro unit) and therefore subject to variations according to regular updates made by the European institutions (source: update of 14/12/2010 http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/documents/perdiem_201012_version_to_be_published.pdf). Per diem' rates should be those in force at the beginning of the year and should not be changed in the course of implementation of any project, grant or activity.

- 7.3.** Participants with reduced mobility circumstances may benefit from surplus of expenditures upon documented request and left to the Secretary General's discretion.
- 7.4.** For calculation of per diem purposes, attendance to successive/consecutive meetings or activities is dealt as if they constituted one single meeting.

8. Payment procedure

- 8.1.** Payment of the amounts due on what relates per diems and travel expenses are made in a single instalment after the event, upon the submission of an expense claim form to the Secretariat.
- 8.2.** In particular cases properly grounded, the Secretary General is entitled to authorize the pre-payment to the participant of a percentage of the expected per diem.
- 8.3.** Payments will not be made without the submission of the following documents to EJTN Secretariat:
- a) the registration form (before the event)
 - b) the expense claim form
 - c) the following travel documents depending on the mean of transport used:
 - ✓ If he has travelled by plane:
 - the invoice from the flight company
 - a copy of the flight ticket
 - the **original of all the boarding passes** (excluding when they are issued in electronic format) corresponding to the journey or a certificate from the airline that the ticket was flown
 - ✓ If he has travelled by train:
 - the invoice from the train company (if applicable)
 - the **original** of the train tickets
 - ✓ if he has travelled by private 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(itinerary mapping in support – Michelin/Google Internet Maps): km x 2 (in-out) x 0,22 € / km =

III

EXCHANGE PROGRAMME, AIAKOS AND STUDY VISITS

9. General

- 9.1.** All the above rules governing reimbursement of travel costs and payment of per diems will apply unless otherwise stated below.
- 9.2.** Participation in any kind of exchange programme and study visits organized by EJTN is defined by the appropriate set of rules established by the Exchange Programme Working Group.

10. Travel Expenses

For those exchanges or study visits entitling the participant to at least 11 full daily allowances no travel expenses will be reimbursed, as the corresponding amount is integrated in the rate of the daily allowances.

11. Per diems

- 11.1.** The annexe 1 (table of per diem) indicates the amount of per diem applicable to any exchange and study visit that entitles the participant to less than 11 full daily allowances and indicates the amount of the per diem paid by EJTN according to the country where the event takes place. The per diem is considered to cover any and all of the participant's expenses other than the return journey referred to in the article 4.1., namely including accommodation, sundry expenses, meals and local travels as referred under article 4.6.
- 11.2.** The annexe 1 (table of per diem) indicates the amount of per diem applicable to any exchange and study visits that, according to their rules of execution, entitle the participant to at least 11 but less than 13 full daily allowances. The indicated amount of the per diem to be granted is supposed to cover all travel costs, including international travel, as well as accommodation, meals and sundry expenses and will be paid according to the country where the activity² takes place.
- 11.3.** Exchanges that last 3 months or more are paid with an invariable 120 EUR per diem rate for full working days and weekends irrespective of the country where they take place. The per diem includes the travels costs as referred under the above-mentioned article 4.

² Ibidem.

12. Per Diem calculation method

- 12.1.** The number of per diems to be paid comprises the days of event and the day before (if justified).
- 12.2.** The length of the stay abroad is determined by the documental evidence provided by the participant according to 15.1. and 15.2. below. Whenever this evidence refers to a certificate of attendance, the last day payable will be the day on which the exchange has ended.
- 12.3.** In any case, the number of per diems paid will not exceed a full 13 for two-week exchanges and a full 6 for one-week exchanges.
- 12.4.** On what relates study visits, the number will not exceed the number of working days specified in the programme and the day before (if justified).

13. Payment procedure for Exchanges of less than three months (short term)

- 13.1.** The amounts due to exchanges with a length inferior to three months and to study visits entitling the participant to more than four full daily allowances will be paid in two instalments. The amounts due to study visits that entitles the participant to less than five full daily allowances will be paid in a single instalment.
- 13.2.** The first instalment is considered as a pre-financing of the foreseen expenses and will correspond to 70% of the expected amounts due to per diems.
- 13.3.** This amount will be paid to the bank account indicated in the registration form submitted by the participant, on an average of two weeks before the start of the exchange. EJTN will notify the participant as soon as this payment is made.
- 13.4.** Within the 6 months after the exchange and upon reception by EJTN of the indispensable documents indicated below, the final payment will be made. The amount of the final payment will correspond to 30% of the total amount of the per diems due plus the travel expenses, if any.
- 13.5.** In the cases mentioned above where the autonomous payment of travel expenses is foreseen, participants should clearly state in their expense claim forms 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 below as evidence that the trip was undertaken.

14. Payment Procedure for Exchanges of three months or longer (long term)

- 14.1. The amounts due to exchanges of three months or longer will be paid in a first instalment prior to the exchange, monthly instalments, mid-term instalment when relevant and a last payment after the exchange.
- 14.2. The first instalment is considered as a pre-financing of the foreseen expenses and will correspond to 100% of the first two months expected amounts due to per diems.
- 14.3. This amount will be paid to the bank account indicated in the registration form submitted by the participant, on an average of two weeks before the start of the exchange. EJTN will notify the participant as soon as this payment is made.
- 14.4. The following instalments will be paid on a monthly basis, on an average of a week before the beginning of the month, and will correspond to 70% of the expected amounts per month due to per diems.
- 14.5. The mid-term instalment will be paid upon receipt of the interim report and will correspond to the balance of the 30% of the total amounts of the per diems due prior to this term.
- 14.6. Within the 6 months after the exchange and upon reception by EJTN of the indispensable documents indicated below, the final payment will be made. The amount of the final payment will correspond to the balance of the remaining 30% of the total amounts of the per diems due.

15. Requested Documents

The requested documents are the following:

15.1. For Exchanges and study visits entitling the participant to less than 11 full per diems:

- the report on the exchange and its summary in English or French if possible (except for participants to the study visits)
- the evaluation form
- the expense claim form
- the following travel documents depending on the mean of transport used:
 - ✓ If he travelled by plane:
 - 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)
 - the **original of all the boarding passes** (excluding when they are issued in electronic format) corresponding to the journey or a certificate from the airline that the ticket was flown
 - ✓ If he travelled by train:
 - the **original** of the train tickets
 - the invoice from the travel agency or the train company (only if the ticket does not clearly show the amount claimed)
 - ✓ if he travelled by private 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(itinerary mapping in support – Michelin/Google Internet Maps): km x 2 (in-out) x 0,22 € / km =

15.2. For Exchanges entitling the participant to at least 11 full per diems :

- the report on the exchange and its summary in English or French if possible
- the evaluation form
- An original certificate of attendance (detailing the period in which the exchange took place) duly signed by the participant's referent and stamped with the official seal in use at the hosting institution. It is recommended though to keep the travel & accommodation documents up to six months after the activity as they may serve as proof of attendance for auditing purposes.

16. Close of file

In addition to Rule 4.1.7., EJTN may request the reimbursement of any amounts it has advanced to the participant if the post-exchange requested documents are not produced.

ANNEX 1

COUNTRY	COUNTRY CODE	EU PER DIEM RATES	EJTN PER DIEM RATES	EJTN PER DIEM RATES < 11 DAYS								EJTN PER DIEM RATES	15 DAYS > EJTN PER DIEM RATES > 11 DAYS				EJTN PER DIEM RATES FOR LT EXCHANGES OF 3 MONTHS OR MORE				
				1 DAY	2 DAYS	3 DAYS	4 DAYS	5 DAYS	6 DAYS	9 DAYS	10 DAYS		11 DAYS	12 DAYS	13 DAYS	14 DAYS	3 MONTHS	5 MONTHS	6 MONTHS	9 MONTHS	
Austria	AT	€ 225	€ 170	€ 170	€ 340	€ 510	€ 680	€ 850	€ 1,020	€ 1,530	€ 1,700	€ 195	€ 2,145	€ 2,340	€ 2,535	€ 2,730	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Belgium	BE	€ 232	€ 180	€ 180	€ 360	€ 540	€ 720	€ 900	€ 1,080	€ 1,620	€ 1,800	€ 205	€ 2,255	€ 2,460	€ 2,665	€ 2,870	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Bulgaria	BG	€ 227	€ 180	€ 180	€ 360	€ 540	€ 720	€ 900	€ 1,080	€ 1,620	€ 1,800	€ 205	€ 2,255	€ 2,460	€ 2,665	€ 2,870	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Croatia	HR	€ 180	€ 150	€ 150	€ 300	€ 450	€ 600	€ 750	€ 900	€ 1,350	€ 1,500	€ 175	€ 1,925	€ 2,100	€ 2,275	€ 2,450	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Czech Republic	CZ	€ 230	€ 180	€ 180	€ 360	€ 540	€ 720	€ 900	€ 1,080	€ 1,620	€ 1,800	€ 205	€ 2,255	€ 2,460	€ 2,665	€ 2,870	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Cyprus	CY	€ 238	€ 180	€ 180	€ 360	€ 540	€ 720	€ 900	€ 1,080	€ 1,620	€ 1,800	€ 205	€ 2,255	€ 2,460	€ 2,665	€ 2,870	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Denmark	DK	€ 270	€ 210	€ 210	€ 420	€ 630	€ 840	€ 1,050	€ 1,260	€ 1,890	€ 2,100	€ 235	€ 2,585	€ 2,820	€ 3,055	€ 3,290	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Estonia	EE	€ 181	€ 150	€ 150	€ 300	€ 450	€ 600	€ 750	€ 900	€ 1,350	€ 1,500	€ 175	€ 1,925	€ 2,100	€ 2,275	€ 2,450	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Finland	FI	€ 244	€ 190	€ 190	€ 380	€ 570	€ 760	€ 950	€ 1,140	€ 1,710	€ 1,900	€ 215	€ 2,365	€ 2,580	€ 2,795	€ 3,010	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
France	FR	€ 245	€ 190	€ 190	€ 380	€ 570	€ 760	€ 950	€ 1,140	€ 1,710	€ 1,900	€ 215	€ 2,365	€ 2,580	€ 2,795	€ 3,010	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Germany	DE	€ 208	€ 160	€ 160	€ 320	€ 480	€ 640	€ 800	€ 960	€ 1,440	€ 1,600	€ 185	€ 2,035	€ 2,220	€ 2,405	€ 2,590	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Greece	GR	€ 222	€ 170	€ 170	€ 340	€ 510	€ 680	€ 850	€ 1,020	€ 1,530	€ 1,700	€ 195	€ 2,145	€ 2,340	€ 2,535	€ 2,730	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Hungary	HU	€ 222	€ 170	€ 170	€ 340	€ 510	€ 680	€ 850	€ 1,020	€ 1,530	€ 1,700	€ 195	€ 2,145	€ 2,340	€ 2,535	€ 2,730	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Ireland	IE	€ 254	€ 200	€ 200	€ 400	€ 600	€ 800	€ 1,000	€ 1,200	€ 1,800	€ 2,000	€ 225	€ 2,475	€ 2,700	€ 2,925	€ 3,150	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Italy	IT	€ 230	€ 180	€ 180	€ 360	€ 540	€ 720	€ 900	€ 1,080	€ 1,620	€ 1,800	€ 205	€ 2,255	€ 2,460	€ 2,665	€ 2,870	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Latvia	LV	€ 211	€ 160	€ 160	€ 320	€ 480	€ 640	€ 800	€ 960	€ 1,440	€ 1,600	€ 185	€ 2,035	€ 2,220	€ 2,405	€ 2,590	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Lithuania	LT	€ 183	€ 150	€ 150	€ 300	€ 450	€ 600	€ 750	€ 900	€ 1,350	€ 1,500	€ 175	€ 1,925	€ 2,100	€ 2,275	€ 2,450	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Luxembourg	LX	€ 237	€ 180	€ 180	€ 360	€ 540	€ 720	€ 900	€ 1,080	€ 1,620	€ 1,800	€ 205	€ 2,255	€ 2,460	€ 2,665	€ 2,870	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Malta	MT	€ 205	€ 160	€ 160	€ 320	€ 480	€ 640	€ 800	€ 960	€ 1,440	€ 1,600	€ 185	€ 2,035	€ 2,220	€ 2,405	€ 2,590	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Netherlands	PB	€ 263	€ 200	€ 200	€ 400	€ 600	€ 800	€ 1,000	€ 1,200	€ 1,800	€ 2,000	€ 225	€ 2,475	€ 2,700	€ 2,925	€ 3,150	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Poland	PL	€ 217	€ 170	€ 170	€ 340	€ 510	€ 680	€ 850	€ 1,020	€ 1,530	€ 1,700	€ 195	€ 2,145	€ 2,340	€ 2,535	€ 2,730	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Portugal	PT	€ 204	€ 160	€ 160	€ 320	€ 480	€ 640	€ 800	€ 960	€ 1,440	€ 1,600	€ 185	€ 2,035	€ 2,220	€ 2,405	€ 2,590	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Romania	RO	€ 222	€ 170	€ 170	€ 340	€ 510	€ 680	€ 850	€ 1,020	€ 1,530	€ 1,700	€ 195	€ 2,145	€ 2,340	€ 2,535	€ 2,730	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Slovak Republic	SK	€ 205	€ 160	€ 160	€ 320	€ 480	€ 640	€ 800	€ 960	€ 1,440	€ 1,600	€ 185	€ 2,035	€ 2,220	€ 2,405	€ 2,590	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Slovenia	SV	€ 180	€ 150	€ 150	€ 300	€ 450	€ 600	€ 750	€ 900	€ 1,350	€ 1,500	€ 175	€ 1,925	€ 2,100	€ 2,275	€ 2,450	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Spain	ES	€ 212	€ 160	€ 160	€ 320	€ 480	€ 640	€ 800	€ 960	€ 1,440	€ 1,600	€ 185	€ 2,035	€ 2,220	€ 2,405	€ 2,590	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Sweden	SU	€ 257	€ 200	€ 200	€ 400	€ 600	€ 800	€ 1,000	€ 1,200	€ 1,800	€ 2,000	€ 225	€ 2,475	€ 2,700	€ 2,925	€ 3,150	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
United Kingdom	UK	€ 276	€ 210	€ 210	€ 420	€ 630	€ 840	€ 1,050	€ 1,260	€ 1,890	€ 2,100	€ 235	€ 2,585	€ 2,820	€ 3,055	€ 3,290	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Average		€ 224	€ 175									€ 200					€ 120				

ANNEX 2

POST-EVENT TO DO LIST

This list is intended to provide a reminder of the documents to provide after the event. The following travel documents must be sent to EJTN in order to submit a valid expense claim form:

- the expense claim form
- the following travel documents depending on how the travel was made:
 - ✓ If travel by plane:
 - the invoice from the flight company
 - a copy of the flight ticket
 - the **original of all the boarding passes** (excluding when they are issued in electronic format) corresponding to the journey or a certificate from the airline that the ticket was flown
 - ✓ If travel by train:
 - the invoice from the train company (if applicable)
 - the original of the train tickets
 - ✓ If travel by private 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(itinerary mapping in support – Michelin/Google Internet Maps): km x 2 (in-out) x 0,22 € / km =