



European Judicial Training Network  
Réseau Européen de Formation Judiciaire



**ONE-WEEK EXCHANGES 2023**  
**GENERAL/SPECIALISED/TRAINERS**  
**BILATERAL/REGIONAL**  
**FINANCIAL CONDITIONS<sup>1</sup>**

**Effective 1 January 2023**



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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.

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

The following EJTN Exchange Programme Financial Conditions 2023 are the usual conditions applicable for any EJTN exchange. However, specific policies may be applied by EJTN due to the impact of the COVID-19 pandemic 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 is linked to the justified presence at the training venue. Participants in an online activity therefore do not receive any per diem.

## 1. Description of the activity

### 1.1. Definition

This guide covers all types of exchanges defined below.

**General exchanges** in the courts and prosecution offices of the EU Member States (EU MS) familiarise the beneficiaries with the judicial system of another country, hence fostering mutual understanding and mutual trust and contributing to building a feeling of belonging to a common judicial area.

**Exchanges for judicial trainers** in the training institutions of the EU MS allow the beneficiaries to become familiar with the training activities, methodologies and didactical tools of the host country.

**Specialised exchanges** give judges and prosecutors the opportunity to extend their expertise in a specific area of law in a court or prosecution office of another EU MS.

**Bilateral exchanges** allow groups of judges, prosecutors or court staff from the same court or prosecution office to spend one week in a court or prosecution office of another EU MS to exchange experiences and best practices on a specific topic of common interest.

### 1.2. Length and period

General exchanges in the courts and prosecution offices of the EU MS can have a duration of one week or two weeks. This guide provides the financial conditions for one-week exchanges only.

Exchanges for judicial trainers usually have a duration of one week.

Specialised and bilateral exchanges also have a duration of ideally one week. However, shorter visits of a minimum of three full working days may be organised. The same conditions apply if the event lasts for less than 5 working days.

A one-week exchange must be organised within the same work week. Any exception shall be justified and requested to the EJTN secretariat.

All exchanges must be completed by 17 November 2023 at the latest.

In the case of group exchanges, the dates are decided upon by the host institution. In the case of individual exchanges, the dates are subject to agreement between the participant and his/her tutor. For bilateral exchanges, dates are agreed between the hosting and visiting

delegations. 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 court/prosecution staff, as well as 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 in the form of the payment of a daily allowance (*per diem*).

Any additional costs due to unforeseen events and not previously approved are **not** refundable. EJTN shall not be held accountable for unforeseen events (strikes, delayed or cancelled transport, last-minute change of routes, ...) that do not depend on the organisation.

The reimbursement will be made within two (2) months after all required documents as stated under article 2.6 have been received by EJTN within the set deadline.

The participants must check with their employer that they 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. They must make sure that they are insured against accident, death and invalidity risks. Costs associated with the social security scheme, health and insurance are not reimbursed by EJTN.

### 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.

The total eligible costs for the return journey **will not exceed 500 EUR**. Any exceeding amount shall be at the charge either of the participant or of her/his sending institution.

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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.

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

- Travel by plane: cost of an economy class ticket
- Travel by train 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. Specific rules for transport

#### - Luggage costs

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 500 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

Taxi costs being a local transport, are considered to be covered by the *per diem*. Taxi costs are only reimbursed under the 500 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 under article 2.6, must be added.

#### - Use of personal car or car rental

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 share the same means of transport (e.g. personal car or car rental), only the driver will receive the reimbursement of the travel expenses under the conditions as stated under article 2.6. This is also applicable in case of a shared taxi. 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.

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

Participants must clearly state in their registration form whether any national institution has provided them with transport tickets. If this is the case, EJTN will reimburse these costs to the respective national entity, but the participant must provide the documents indicated in article 2.6 as evidence that the trip was undertaken.

## 2.3. Per diem (daily allowances)

*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>4</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

<sup>4</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.

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
Spain	€ 160
Sweden	€ 200

### 2.3.2. 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. No *per diem* will be paid for days of absence at the training venue (e.g. no-show, sick leave, late arrival or early departure).

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*.

## 2.4. Requests for exceptions

Exceptions from the EJTN Corporate Financial Policy may be claimed if duly justified. Possible exceptions include request for travel costs over 500 EUR, extra *per diem* for the night before the activity if the event starts from 10.00 a.m., full *per diem* for the last day of the activity, additional costs, early arrival to/late departure from the city where the training is held.

Any exception request must be claimed using the [Exception Request Form](#). The document must be duly filled in and communicated by the participant after the activity when submitting his/her statement of costs on the Exchange Programme platform.



## 2.5. 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 2.6 as soon as possible and at the latest four (4) weeks after the exchange (unless other deadline communicated by EJTN). No acknowledgment of receipt will be sent following the receipt of the financial documents. Participants are therefore invited to regularly check their bank account.

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 amount it has advanced to the participant if the requested documents are not provided.

## 2.6. Requested documents

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

The following document is required before taking part in an exchange:

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

The following documents are required before processing the payment:

- The **evaluation form** to be filled in on the Exchange Programme platform
- The **post-exchange report** and its summary in English or French to be uploaded on the Exchange Programme Platform. A template is available for download by clicking [here](#). The recommended length is about 2 pages excluding the programme of the exchange.
- The **statement of costs** to be filled in on the Exchange Programme platform.
- The following **travel evidence** depending on the mode of transportation. All documents included boarding passes may be provided in electronic or scanned format. Participants must keep the documents reproducible (i.e., saved, scanned or printed) in case of loss.

- ✓ If travelled by plane:
  - **A copy or original of all original boarding passes** corresponding to the journey.  
**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)
  
- ✓ If travelled by train or long-distance bus:
  - A copy or **original** of the train or bus tickets.  
**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)
  
- ✓ 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:  $\text{km} \times 2 \text{ (in-out)} \times 0,22 \text{ € / km}$

If 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 / [Activity code]  
Rue du Commerce 123  
B-1000 Bruxelles  
Belgium

## 2.7. Cancellation or changes in the exchange

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

In case of unavoidable cancellation, **participants must inform the EJTN secretariat, the sending and hosting training institution and, if applicable, the tutor** 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 be not be reimbursed by EJTN.

If the exchange has to be shortened, 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 changes agreed upon between the participant and the tutor (e.g. change of dates of the exchange, location, tutor, etc.) EJTN must be informed without any delay.