



**SINGLE MARKET PROGRAMME**

**EJTN Training “EU Competition Enforcement”**

Brussels (Belgium) – 12 - 13 December 2024

**PRACTICAL INFORMATION & FINANCIAL CONDITIONS**



Funded by  
the European Union

## VENUE

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The training will take place at the **European Judicial Training Network**, located in [Rue du Commerce 123, 1000 Bruxelles](#)

## OUTLINE AGENDA

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The training will be structured as follows:

### DAY 1 – Thursday, 12 December 2024

**13:00 – 14:00** – Standing lunch at the venue

**14:00 – 15:50** – Training

**15:50 – 16:10** – Coffee break

**16:10 – 16:00** – Training

### DAY 2 – Friday, 13 December 2024

**09:00 – 11:10** – Training

**11:10 – 11:30** – Coffee break

**11:30 – 13:00** – Training

**13:00 – 14:00** – Standing lunch at the venue

## REGISTRATION

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Participants are kindly requested to express their interest in attending by contacting the EJTJN Project Manager at [vanja.tekic@ejtn.eu](mailto:vanja.tekic@ejtn.eu) by **28 November 2024**.

## ACTIVITY

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Name of the Meeting: EJTJN Training “EU Competition Enforcement”

Arrival day: *12 December 2024*

Start of the meeting: **Thursday, 12 December 14:00**

End of the meeting: **Friday, 13 December at 13.00**

## ACCOMMODATION AND MEALS

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Participants are asked to make their own accommodation arrangements. Participants are eligible to receive a reimbursement for 1 night in Brussels. Additional nights are not eligible for reimbursement. According to the European Commission’s Decision C (2023) 4928 final, the ceiling for **hotel reimbursement in Brussels is 137,00 EUR per night**.

Participants are also eligible for a daily allowance of **204,00 EUR**, which will be adjusted to account for the cost of any coffee breaks and lunch provided at the venue. To that end, please note that coffee breaks and lunch will be organised by the hosting institution, which will be subsequently deducted from the daily allowance. *We also kindly ask that you inform us of any special dietary requirements or allergies.*



**IMPORTANT:** Participants arriving from the same city as the event venue are not eligible for a daily allowance or accommodation reimbursement.

## TRAVEL

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Participants are requested make their own travel arrangements from their country of origin to the venue.

Considering the outline agenda above, participants are invited to book tickets allowing them to arrive in the morning of 12 December 2024 and to leave in the afternoon of 13 December 2024.

Depending on the mean of transport used, the reimbursement is made as follows and up to the ceilings in the table below:

- 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 € 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):  $\text{km} \times 2 \text{ (in-out)} \times 0,22 \text{ € / km}$
- 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.

Distance Band (in km)	Amount in EUR per return trip
400-600	245
601-800	261
801-1200	276
1201-1600	288
1601-2000	369
2001-2500	429
2501-3500	541
3501-4500	659
4501-6000	796
6001-7500	900
7501-10000	1.201
10001-Max	1.376

A link will be sent to participants after the training session in order to claim the reimbursement of their travel expenses.

Participants must upload the required documents to substantiate their reimbursement claims. All documents may be provided in electronic or scanned form:



- ✓ If travel by plane:
  - the invoice from the flight company
  - a copy of the flight ticket
  - the boarding passes corresponding to the journey or a certificate from the airline that the ticket was flown. Participants must keep boarding passes reproducible (i.e. saved, scanned or printed) in case of any loss.
- ✓ If travel by train:
  - the invoice from the train company (if applicable)
  - the train tickets. Participants must keep train tickets reproducible (i.e. saved, scanned or printed) in case of any loss.
- ✓ 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):  $\text{km} \times 2 \text{ (in-out)} \times 0,22 \text{ € / km}$

Taxi fares from/to the airport or train station are not subject to reimbursement.

The right to reimbursement is forfeited upon the closure of the claim file if duly substantiated travel justifications are not provided, and the participant fails to respond or follow up after two reminders have been sent within the deadline specified in the final reminder.

IMPORTANT: Participants will not be reimbursed if the distance between the venue and their place of employment is less than 50km.

## **CONTACTS**

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For any question about the training, please contact the EJTN Project Manager, Ms. Vanja Tekic ([vanja.tekic@ejtn.eu](mailto:vanja.tekic@ejtn.eu)).

## **DISCLAIMER**

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*“This document has been produced with the financial assistance of the European Union. The contents of this document are the sole responsibility of EJTN and can under no circumstances be regarded as reflecting the position of the European Union.”*





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