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| **EJTN EXCEPTION REQUEST FORM** |

# **1. Instructions**

The procedure to request any of the exceptions listed below is as follows:

1. Fill out the parts 2, 3 and 4 of this exception form when booking your travel.
2. After the activity has taken place, upload the exception form with all other documents to the online reimbursement platform.
3. The exception request will be approved if conditions are met and all documents have been included. The exception requests will be assessed as follows:
* From A to D exception requests will be automatically approved according to [Annex 3 of the Corporate Financial Policy](https://ejtn.eu/wp-content/uploads/2023/02/EJTN-Corporate-Financial-Policy-2023-2.pdf)
* E and F exception requests will be assessed on a case-by-case basis.
1. Please note that once you submit your reimbursement request, you cannot submit a new exception request.

# **2. Information about the participant and activity**

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| Name and Surname |  |
| Home country |  |

Please specify your status:

[ ]  Participants

[ ]  Experts

[ ]  Activity Coordinators

[ ]  Organisers

[ ]  EJTN Steering Committee and [Sub-]Working Group delegates

[ ]  EJTN staff

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| **Activity code***(e.g. ST/GEN-JP/2024, HFR/2024/01)* |  |
| **City and country** **where the activity takes place***(e.g. Sofia, Bulgaria)* |  |
| **Starting date and time***(e.g. 01/01/2023 - 09:00)* |  |
| **Final date and time***(e.g. 02/01/2023 - 13:30)* |  |

*Please copy-paste in the box below the screenshots of the invitation email or draft programme received showing the detailed schedule of the activity:*

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# **3. Please specify which exception(s) you are claiming and detail your situation**

[ ]  A. **Travel costs over € 500**

* *Supporting document(s) must be added in* [*section 4, part A*](#_A._Travel_costs)

[ ]  B. **Extra per diemfor the night before** **the activity**

* *Supporting document(s) must be added in* [*section 4, part B*](#_B._Exception_to)
* *This exception only applies to activities starting from 10:00 onwards. For activities starting before 10 a.m., the per diem is granted automatically if the participant can provide an agenda.*

[ ]  C. **Fullper diem for the last day of the activity**

* *Supporting document(s) must be added in* [*section 4, part C*](#_C._Full_per)

[ ]  D. **Additional amount of per diem**

* *Supporting document(s) must be added in* [*section 4, part D*](#_D._Additional_amount)
* *This exception only applies to activities lasting 1 week or less (i.e. up to 5 working days).*

[ ]  E. **Travelling from/to a country or city different than your place of residence**

* *Supporting document(s) must be added in* [*section 4, part E*](#_E._Other_exception)
* This exception cannot be combined with the other exceptions

[ ]  F. **Travelling one or a few days before or/and after the activity**

* *Supporting document(s) must be added in* [*section 4, part F*](#_F._Other_exception)
* This exception cannot be combined with the other exceptions.

*Please clearly explain in the box below your situation and why the request should be granted:*

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# **4. Please provide the required evidence to support your exception request**

Click on the arrow on the left of the specific exception(s) you are requesting in order to fill out the requirements.

## **A. Travel costs over € 500**

You must provide screenshots of a travel search engine (e.g. [Skyscanner](https://www.skyscanner.net/), [eDreams](https://www.edreams.com/), [Omio](https://www.omio.com/)) showing that transport costs are higher than € 500. The screenshots of the list of cost-effective available transports must show the travel dates, location and times.

Please consider that direct connections are not always the most cost-effective.

*Please copy-paste in the box below the screenshots of the required simulation:*

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| **To be noted**At least one of the following criteria must be met: * Travel for at least 6 hours. This includes the main flight, connecting flights, and connecting times.
* Travel with a minimum of 2 connections by a single trip. e.g. visiting at least three airports.
* Travel with an overnight stay.
* Travel from an island. Travelling to an island.
* If you were invited by EJTN 3 weeks or less before the activity, you must attach the invitation email showing the invitation date.

EJTN would reimburse the costs from € 501 to € 800 as follows:

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|  | **Travel cost**  | **% of extra cost granted** |
| **Experts****Activity Coordinators****Organisers****EJTN Steering Committee and [Sub-]Working Group delegates****EJTN staff** | From € 501 to € 800 | 100% |
| Over € 801 | Not reimbursed |
| **All other participants** | From € 501 to € 800 | 30% |
| Over € 801 | Not reimbursed |

**Examples**The flight ticket of € 650 of an expert contributing to an activity would be reimbursed with € 650.The flight ticket of € 650 of a prosecutor participating in an activity would be reimbursed with € 545 (€ 500 in full + 30% of € 150).**Attention**No extra costs can be granted in case of travel by car.  |

## **B. Extra per diem for the night before the activity**

You must provide screenshots of a travel search engine (e.g. [Skyscanner](https://www.skyscanner.net/), [eDreams](https://www.edreams.com/), [Omio](https://www.omio.com/)) showing that no other travel options are available on the activity dates. The screenshots of the list of cost-effective available transports must show the travel dates, location and times.

Please consider that direct connections are not always the most cost-effective.

*Please copy-paste in the box below the screenshots of the required simulation:*

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| **To be noted**This exception only applies to activities starting from 10:00 onwards.**Example**The activity starts on Thursday at 14:00 and finishes on Friday at 13:30, but the participant must arrive on Wednesday due to the unavailability of flights on Thursday morning.**Expected per diem**1.5 per diem without exception2.5 per diem with exception**Explanation**Without exception: A full per diem for Thursday (as the first day of the activity) and a half per diem for Friday.With exception: A full per diem for Wednesday due to unavailability of flights, a full per diem for Thursday (as the first day of the activity) and a half per diem for Friday. |

## **C. Full per diem for the last day of the activity**

You must provide screenshots of a travel search engine (e.g. [Skyscanner](https://www.skyscanner.net/), [eDreams](https://www.edreams.com/), [Omio](https://www.omio.com/)) showing that no other travel options are available on the activity dates. The screenshots of the list of cost-effective available transports must show the travel dates, location and times.

Please consider that direct connections are not always the most cost-effective.

*Please copy-paste in the box below the screenshots of the required simulation:*

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| **Example**The activity starts on Thursday at 09:00 and finishes on Friday at 13:30, but the participant must return on Saturday due to the unavailability of flights on Friday evening. **Expected per diem**2.5 per diem without exception3 per diem with exception**Explanation**Without exception: A full per diem for Wednesday (as the activity starts on Thursday at 9:00), a full per diem for Thursday and a half per diem for Friday.With exception: A full per diem for Wednesday (as the activity starts on Thursday at 9:00), a full per diem for Thursday, and a full per diem for Friday. |

## **D. Additional amount of per diem**

You must provide the receipts and invoices of the costs (e.g., hotel, meals, local transport) you would like to be reimbursed for, showing that the per diem amount was insufficient to cover the expenses related to the activity.

*Please attach a copy of all your invoices and tickets to the online reimbursement platform.*

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| **To be noted**This exception only applies to activities lasting 1 week or less (i.e. up to 5 working days).**Example**The activity takes place in Ljubljana, Slovenia; it starts on Thursday at 09:00 and finishes on Friday at 13:30. The per diem for Slovenia is € 150. The total expected per diem is € 375. For a participant, the total costs of the expenses covered by the daily allowance reached up to € 390 (i.e., the cost of the lunch, coffee breaks and social dinner are € 100, the most economical hotel is € 130 a night, and the local transport is € 30). **Expected per diem**Reimbursed on a real cost basis up to a limit. |

## **E. Traveling from/to a country or city different than your place of residence**

You must provide the professional reason justifying travelling from/to a country or city different than your place of residence.

*Please copy-paste in the box below screenshots of the documents justifying your request:*

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| **To be noted**This exception cannot be combined with the other exceptions.EJTN does not reimburse individual taxi costs. No early departures and late arrivals can be requested in combination with this type of exception.**Example**A German judge residing in Berlin takes part in an exchange in Bucharest. Before going to Bucharest, she is attending a professional event in Frankfurt. She will submit an exception request, attaching the screenshot of the invitation letter for the event in Frankfurt. |

## **F. Travelling one or a few days before or/and after the activity**

You must provide screenshots of a travel search engine (e.g. [Skyscanner](https://www.skyscanner.net/), [eDreams](https://www.edreams.com/), [Omio](https://www.omio.com/)) showing:

1. The return journey on the dates of the activity; and
2. The return journey on the dates you wish to travel.

You could be entitled to receive a reimbursement for the less expensive journey.

The screenshots of the list of cost-effective available transports should show the travel dates, location and times.

*Please copy-paste in the box below the screenshots of the simulations:*

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| **To be noted**This exception cannot be combined with the other exceptions.EJTN does not reimburse individual taxi costs. No early departures and late arrivals can be requested in combination with this type of exception.**Example**A Polish prosecutor living in Warsaw wants to stay the weekend in Bratislava, Slovakia, where the activity ending on Friday takes place. After the activity, she must submit a request for an exception showing the costs of the journey on both dates: (1) Warsaw-Bratislava-Warsaw leaving on Friday and (2) Warsaw-Bratislava-Warsaw leaving on Sunday. |