

# FINANCIAL CONDITIONS

“Single Market Programme” SMP-COMP-2023-NCNE-IBA

implemented by the European Judicial Training Network (EJTN), with financial assistance from the EU

**SMP/2025 Training Events in BRUSSELS, BELGIUM**

To facilitate a smooth attendance and reimbursement process for this training event, please carefully review the following steps before making any travel arrangements or incurring costs.

## ESSENTIAL STEPS TO FOLLOW

### 1. Calculate Travel Costs:

- Check the instructions below to determine the exact amount you will receive for your travel costs based on your country of departure. See here: [TABLE 1 – check the applicable rates for your country of departure](#)

### 2. Accommodation for Events in Brussels:

- You will receive **137 EUR** per night to cover your accommodation costs. Please note that EJTN covers accommodation expenses for one night. <sup>1</sup>

### 3. Daily allowance for Events in Brussels:

- You will receive **204 EUR** to cover your subsistence costs (102 EUR per day). If catering is provided at the venue, the relevant cost of catering will be deducted from the daily allowance. <sup>2</sup>

### 4. Travel & Accommodation:

- Once EJTN confirms the event, you will be invited to make your own arrangements for travel and accommodation. Please do not make any arrangements or incur any costs before receiving the event confirmation.

### 5. Post-Event Reimbursement:

- You will receive your reimbursement from EJTN within 60 days of submitting the claim.

### 6. Contact EJTN for Additional Questions

- For any further questions, please contact the EJTN finance department at [subsequent\\_doc\\_uploads@ejtn.eu](mailto:subsequent_doc_uploads@ejtn.eu)

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<sup>1</sup> EJTN will not cover accommodation expenses where the distance from your institution of employment (office) to the venue is less than 50km.

<sup>2</sup> EJTN will not provide subsistence allowance where the distance from your institution of employment (office) to the venue is less than 50km.

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## REIMBURSEMENT ELIGIBILITY REQUIREMENTS

To receive a reimbursement, you must:

- **Complete the Registration Form**

- In advance of the event, you will receive an email from EJTN asking you to complete a registration form.
- To receive a reimbursement, you must register your **official office address**.
- You must also confirm that you belong to the **target audience of the training**. The target audience of the training are SENIOR investigative judges, prosecutors and law enforcement officers managing or conducting investigative activities in economic and financial matters as their core daily tasks. They are judicial and law enforcement professionals who may encounter anti-competitive behaviour in the course of their regular duties but whose primary role does not involve competition investigations. They include:
  - Heads or deputy heads of financial and economic crimes units (public prosecution and law enforcement offices).
  - Public prosecutors and law enforcement officers who are supervising other colleagues in the field of financial and economic crimes investigations.
  - Investigative judges or public prosecutors with 4+ years of work experience in financial and economic crimes investigations.
  - Investigative judges or public prosecutors with 10+ years of work experience in the judiciary, who are currently conducting financial and economic crime investigations.

- **Participate for the Entire Duration of the Event**

- You are required to take part in the activity for the entire duration of the event.
- At the venue, you must sign the EJTN attendance sheet for each day of the event.

## TRAVEL REIMBURSEMENT

### Applicable Rates for Travel for events held in BELGIUM – Brussels

**TABLE 1** – check the applicable rates based on your country of departure.

Country of Departure <sup>3</sup>	Distance from office to venue	
	Use the <a href="#">Distance Calculator</a> to calculate the distance between your office and venue. <sup>4</sup>	
	50-399km	400km+
Austria	/	see <a href="#">Table 2</a> to determine the exact amount.
Belgium	46€	see <a href="#">Table 2</a> to determine the exact amount.
Bulgaria	/	see <a href="#">Table 2</a> to determine the exact amount.
Croatia	/	see <a href="#">Table 2</a> to determine the exact amount.
Czechia	/	see <a href="#">Table 2</a> to determine the exact amount.
Cyprus	/	see <a href="#">Table 2</a> to determine the exact amount.
Denmark	/	see <a href="#">Table 2</a> to determine the exact amount.
Estonia	/	see <a href="#">Table 2</a> to determine the exact amount.
Finland	/	see <a href="#">Table 2</a> to determine the exact amount.
France	82€	see <a href="#">Table 2</a> to determine the exact amount.
Germany	82€	see <a href="#">Table 2</a> to determine the exact amount.
Greece	/	see <a href="#">Table 2</a> to determine the exact amount.
Hungary	/	see <a href="#">Table 2</a> to determine the exact amount.
Ireland	/	see <a href="#">Table 2</a> to determine the exact amount.
Italy	/	see <a href="#">Table 2</a> to determine the exact amount.
Lithuania	/	see <a href="#">Table 2</a> to determine the exact amount.
Luxembourg	50€	see <a href="#">Table 2</a> to determine the exact amount.
Latvia	/	see <a href="#">Table 2</a> to determine the exact amount.
Malta	/	see <a href="#">Table 2</a> to determine the exact amount.

<sup>3</sup> The country of departure is the country in which your institution of employment (“office”) is located.

<sup>4</sup> Check the distance from city to city (the city in which your office is located to the city of the venue).

Use the [Land Calculator](#) or [Flight Calculator](#) depending on your mode of transport.

In line with the EU Commissions Decisions C(2021)35, you are encouraged to use land transport, either rail or car, wherever possible.

<b>Netherlands</b>	82€	see <a href="#">Table 2</a> to determine the exact amount.
<b>Poland</b>	/	see <a href="#">Table 2</a> to determine the exact amount.
<b>Portugal</b>	/	see <a href="#">Table 2</a> to determine the exact amount.
<b>Romania</b>	/	see <a href="#">Table 2</a> to determine the exact amount.
<b>Slovenia</b>	/	see <a href="#">Table 2</a> to determine the exact amount.
<b>Slovakia</b>	/	see <a href="#">Table 2</a> to determine the exact amount.
<b>Sweden</b>	/	see <a href="#">Table 2</a> to determine the exact amount.

Participants will not receive a travel reimbursement for distances below 50km.

**TABLE 2**

<b>Distance Band</b> <i>one way distance in km from office to venue</i>	<b>Amount in EUR per return trip</b>
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	1201

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# FINANCIAL CONDITIONS

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## SMP/2025 Training Events in BUDAPEST, HUNGARY

To facilitate a smooth attendance and reimbursement process for this training event, please carefully review the following steps before making any travel arrangements or incurring costs.

### ESSENTIAL STEPS TO FOLLOW

#### 1. Calculate Travel Costs:

- Check the instructions below to determine the exact amount you will receive for your travel costs based on your country of departure. See here: [TABLE 1 – check the applicable rates for your country of departure](#)

#### 2. Accommodation for Events in Budapest:

- You will receive **105 EUR** per night to cover your accommodation costs. Please note that EJTN covers accommodation expenses for one night. <sup>1</sup>

#### 3. Daily allowance for Events in Budapest:

- You will receive **128 EUR** to cover your subsistence costs (64 EUR per day for 2 days). If catering is provided at the venue, the relevant cost of catering will be deducted from the daily allowance. <sup>2</sup>

#### 4. Travel & Accommodation:

- Once EJTN confirms the event, you will be invited to make your own arrangements for travel and accommodation. Please do not make any arrangements or incur any costs before receiving the event confirmation.

#### 5. Post-Event Reimbursement:

- You will receive your reimbursement from EJTN within 60 days of submitting the claim.

#### 6. Contact EJTN for Additional Questions

- For any further questions, please contact the EJTN finance department at [subsequent\\_doc\\_uploads@ejtn.eu](mailto:subsequent_doc_uploads@ejtn.eu)

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<sup>1</sup> EJTN will not cover accommodation expenses where the distance from your institution of employment (office) to the venue is less than 50km.

<sup>2</sup> EJTN will not provide subsistence allowance where the distance from your institution of employment (office) to the venue is less than 50km.

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## REIMBURSEMENT ELIGIBILITY REQUIREMENTS

To receive a reimbursement, you must:

- **Complete the Registration Form**
  - In advance of the event, you will receive an email from EJTN asking you to complete a registration form.
  - To receive a reimbursement, you must register your **official office address**.
  - You must also confirm that you belong to the **target audience of the training**. The target audience of the training are investigative judges, judicial advisors/associates, public prosecutors, assistant public prosecutors, and law enforcement officers managing or conducting investigative activities in economic and financial matters as their core daily tasks. They are judicial and law enforcement professionals who may encounter anti-competitive behaviour in the course of their regular duties but whose primary role does not involve competition investigations.
  
- **Participate for the Entire Duration of the Event**
  - You are required to take part in the activity for the entire duration of the event.
  - At the venue, you must sign the EJTN attendance sheet for each day of the event.

## TRAVEL REIMBURSEMENT

### Applicable Rates for Travel for events held in HUNGARY - Budapest

**TABLE 1** – check the applicable rates based on your country of departure.

Country of Departure <sup>3</sup>	Distance from office to venue	
	Use the <a href="#">Distance Calculator</a> to calculate the distance between your office and venue. <sup>4</sup>	
	50-399km	400km+
<b>Austria</b>	58€	see <a href="#">Table 2</a> to determine the exact amount.
<b>Belgium</b>	/	see <a href="#">Table 2</a> to determine the exact amount.
<b>Bulgaria</b>	26€	see <a href="#">Table 2</a> to determine the exact amount.
<b>Croatia</b>	36€	see <a href="#">Table 2</a> to determine the exact amount.
<b>Czechia</b>	26€	see <a href="#">Table 2</a> to determine the exact amount.
<b>Cyprus</b>	/	see <a href="#">Table 2</a> to determine the exact amount.
<b>Denmark</b>	/	see <a href="#">Table 2</a> to determine the exact amount.
<b>Estonia</b>	/	see <a href="#">Table 2</a> to determine the exact amount.
<b>Finland</b>	/	see <a href="#">Table 2</a> to determine the exact amount.
<b>France</b>	/	see <a href="#">Table 2</a> to determine the exact amount.
<b>Germany</b>	/	see <a href="#">Table 2</a> to determine the exact amount.
<b>Greece</b>	/	see <a href="#">Table 2</a> to determine the exact amount.
<b>Hungary</b>	28€	see <a href="#">Table 2</a> to determine the exact amount.
<b>Ireland</b>	/	see <a href="#">Table 2</a> to determine the exact amount.
<b>Italy</b>	50€	see <a href="#">Table 2</a> to determine the exact amount.
<b>Lithuania</b>	/	see <a href="#">Table 2</a> to determine the exact amount.
<b>Luxembourg</b>	/	see <a href="#">Table 2</a> to determine the exact amount.
<b>Latvia</b>	/	see <a href="#">Table 2</a> to determine the exact amount.
<b>Malta</b>	/	see <a href="#">Table 2</a> to determine the exact amount.

<sup>3</sup> The country of departure is the country in which your institution of employment (“office”) is located.

<sup>4</sup> Check the distance from city to city (the city in which your office is located to the city of the venue).

Use the [Land Calculator](#) or [Flight Calculator](#) depending on your mode of transport.

In line with the EU Commissions Decisions C(2021)35, you are encouraged to use land transport, either rail or car, wherever possible.



<b>Netherlands</b>	/	see <a href="#">Table 2</a> to determine the exact amount.
<b>Poland</b>	26€	see <a href="#">Table 2</a> to determine the exact amount.
<b>Portugal</b>	/	see <a href="#">Table 2</a> to determine the exact amount.
<b>Romania</b>	26€	see <a href="#">Table 2</a> to determine the exact amount.
<b>Slovenia</b>	37€	see <a href="#">Table 2</a> to determine the exact amount.
<b>Slovakia</b>	26€	see <a href="#">Table 2</a> to determine the exact amount.
<b>Sweden</b>	/	see <a href="#">Table 2</a> to determine the exact amount.

Participants will not receive a travel reimbursement for distances below 50km.

**TABLE 2**

<b>Distance Band</b> <i>one way distance in km from office to venue</i>	<b>Amount in EUR per return trip</b>
400-600	245
601-800	261
801-1200	276
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7501-10000	1201

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