



**European Judicial Training Network
Réseau Européen de Formation Judiciaire**

AIAKOS PROGRAMME FINANCIAL CONDITIONS 2024 FOR NATIONAL PARTICIPANTS¹

Effective 1 January 2024

With financial support from the Justice Programme of the European Union



¹ These financial conditions may be subject to changes. Should that be the case, participants will be informed in due time. 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 doubts concerning the interpretation and application of the present document shall be decided by EJTN in light of the applicable Corporate Financial Policy.

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1. Terms of reimbursement

Participants residing in the country where the activity 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.

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

The amounts due will be paid in a single payment after the activity. To obtain reimbursement for the expenses, the participants will be asked to upload fully substantiated receipts (transport, accommodation, meals, etc.) on the Exchange Programme platform.

The participants must ensure a continued affiliation to the social security scheme, health insurance, pension funds and private insurance in their respective country of affiliation. Insurance against accident, death, invalidity, and personal liability is mandatory and must be taken care of by the participant. EJTN does not reimburse costs associated with the social security scheme, health and insurance.

2. Travel costs and specific rules

The travel expenses incurred by the participants to attend the activity are reimbursed based on the **most cost-effective means of transport** between their institution in the country of origin and the venue of the activity in the hosting country.

The total eligible costs for the round trip **will not exceed 500 Euros** for national participants. Any exceeding amount shall be at the charge of either the participant or their sending institution.

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

- Travel by plane: cost of an economy class ticket;
- Travel by train: cost of first-class ticket on the shortest way for a round trip;
- Travel by private car: cost of 0,22 EUR per kilometre for a round trip up to a maximum of 1.200 km calculated based on the shortest route (itinerary mapping in support – Michelin/Google Internet Maps): journey kilometre x 2 (in-out) x 0,22 € / km

- Luggage cost

No costs derived from excess luggage or travel insurance will be reimbursed. For the avoidance of doubt, and although the 500 Euros limit will still apply, it will not be considered “an excess luggage cost” any expense related to the transport of one single piece of registered luggage per person whenever such cost is not included in the ticket’s price; 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.

- Use of personal car or car rental

Suppose several participants share the same means of transport (e.g., personal car or car rental). In that case, only the person who made the booking or the vehicle owner will receive the reimbursement of the travel expenses.

Participants who travel by car discharge EJTN from being responsible for any occurrence to the car or third parties.

- Combining the exchange with another private or professional activity

Participants combining an EJTN activity and another professional or private activity will be reimbursed based on the less expensive journey and avoiding double funding.

3. Accommodation, meals, local transport, and sundry expenses

The daily expenses due to the participant's attendance at the activity will be reimbursed **based on their actual costs and upon presentation of duly substantiated receipts supplied by the participant or the invoice issued to the organiser**. This reimbursement shall cover the expenses incurred for accommodation and meals the day before the activity, if applicable, and the days on which the activity occurs. Local transport will be reimbursed on the same basis if the journey is made using public transport. Participants must keep all original documents reproducible (i.e., saved, scanned or printed) in case of loss.

Reimbursements of the meals will not exceed 20 EUR for lunch and 30 EUR for dinner. Additionally, the below-mentioned *per diem* limits are applicable.

COUNTRY	EJTN PER DIEM RATES
Austria	€ 170
Belgium	€ 180
Bulgaria	€ 180
Croatia	€ 150
Czechia	€ 180
Finland	€ 190
France	€ 190
Germany	€ 160
Greece	€ 170
Hungary	€ 170
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

4. Exceptions

Exceptions from the EJTN Corporate Financial Policy may be claimed if duly justified. Possible exceptions include requesting travel costs over 500 EUR or additional costs. Such a request shall be appreciated discretionally and on a case-by-case basis.

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 their statement of costs on the Exchange Programme platform.

5. Payment procedure

The right to be reimbursed extinguishes with 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.

No acknowledgement of receipt will be sent after receipt of the financial documents. Participants are, therefore, invited to check their bank accounts regularly.

6. Requested documents

The requested documents are considered as evidence of your journey. Without the documents mentioned below, no reimbursement can be foreseen. Additional documents may be requested on a case-by-case basis by the EJTN Finance Unit.

The documents required before taking part in the exchange are:

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

The following documents are required before processing the payment:

- The **statement of costs** to be filled in on the Exchange Programme platform
- The following **evidence**. All documents, including boarding passes, may be provided electronically or scanned. Participants must keep the documents reproducible (i.e., saved, scanned or printed) in case of loss.

a. Travel evidence

If travelled by plane:

- **A copy or originals of all boarding passes** corresponding to the journey.
Attention: Should the participant have lost one or all boarding passes, 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. 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 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 based on the shortest route:
km x 2 (in-out) x 0,22 € / km =

b. Accommodation, meals, local transport, and sundry expenses

If applicable, the original invoice for accommodation specifying the name of the hotel, the dates of the nights involved, and the price paid for each night. Please note that the invoice must be an individual one;

If applicable, the original invoices for dinners and lunches. These invoices must mention the restaurant's name, date, and price. Please note that the invoices must be individual ones;

If applicable, proof of costs for local transport (bus/tram/metro ticket).

7. Attendance list

A list of attendance will be circulated during the activity and must be signed each day by the participants. This is a precondition for reimbursing their expenses.

8. Contacts

THE EJTN EXCHANGE PROGRAMME TEAM - exchangeprogramme@ejtn.eu - Tel.:+ 32.492.27.67.74

Country	Competence	Institution	Name NCP	Email address	Phone
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France	ordinary judges, prosecutors, trainers	Ecole Nationale de la Magistrature	Ms Christine VIGUIER Ms Inès GHARBI	Aiakos-logistiques.enm@justice.fr ; christine.viguier@justice.fr ; ines.gharbi@justice.fr ;	+33 556 00 11 38 +33 758 25 20 98

Germany	ordinary and administrative judges, prosecutors	Bundesministerium der Justiz	Ms Heike SPERLING Ms Katharina THUNS Mr Niels HARDT	justizfortbildung@bfj.bund.de	+49 228410 99 66 56 +49 228410 99 59 48 +49 228410 99 53 18
Greece	ordinary judges, prosecutors, trainers	National School of Judges	Ms Effie PAPADOPOULOU	international@esdi.gr	+302310 494108
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Netherlands	ordinary judges, prosecutors, trainers	Studiecentrum Rechtspleging (SSR)	Ms Daphne KAPEL	ssr.international@ssr.nl ; w.kapel@ssr.nl ;	+31 64631 5896

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	prosecutors	Centro de Estudios Jurídicos	Ms Carolina CRESPO MIGOYA Ms Clara PASCUAL CASTROVIEJO	pintercambio@cej-mjusticia.es ; Carolina.crespom@cej-mjusticia.es ;	+34 91 455 16 87
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