

EJTN's Corporate Financial Policy Frequently Asked Questions

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01. REGISTRATION FORM

01. I have not received the email inviting me to register. What shall I do?

If you have been selected to participate in an EJTN activity but have not received your invitation to register, please first check the junk folder of your email address (email sent from noreply@ejtn.eu).

If not received, please kindly contact the EJTN project manager of the activity.

02. How can I register for an EJTN activity I was invited to?

Please click on the link for registering provided in the invitation email to register you have received.

The link will bring you to the EJTN online platform. According to the type of activity, you can watch the instructions video on how to register for the activity:

Registration procedure in the OSP/OSPE platform:

1. [Video example of a seminar](#)
2. [Video example of an exchange](#)

03. In which language and characters shall I complete the bank information in the registration form?

For refund bank details, only Latin characters without special characters are to be used.

Example

“Mihaly Vorosmarty” is the right way to input the first name and family name.

“Mihály Vörösmarty” is not the right way as it uses special characters.

Please note that if you use special characters, some banks may not be able to transfer the reimbursement amount to your account.

04. What is a foreign participant, national participant and non-funded participant?

Reimbursement rules depend on the participant profiles. The definitions are as follows:

Type	Definition	Example
Foreign participant	Participant living in another country than the one where the activity takes place	A French judge living in France and participating in an activity in Belgium.
National participant	Participant living in the country where the activity takes place	A Belgian judge living in Belgium and participating in an activity in Belgium.
Non-funded participant	Participant that is not funded by EJTN	A Danish or British judge participating in an activity

05. What are the different types of reimbursements for transport and per diem?

Participant refund type	The reimbursement will be transferred to the participant's bank account: you must include your banking details to receive the reimbursement.
Institution refund type	The reimbursement will be transferred to the institution of choice. You must include the banking details of the institution which should receive the reimbursement.
Not-claiming reimbursement	You are not asking for reimbursement.

06. What are my IBAN, SWIFT and “bank code”? Why do I need to provide them?

Your bank code corresponds to the BIC or SWIFT number of the bank.

Participants must provide this information completely and correctly to ensure a timely reimbursement process.

Please contact your bank agency if you have any doubts about your BIC and SWIFT.

Type	Definition	Example
SWIFT = BIC = Bank code	It is an international bank code that identifies particular banks worldwide. It's also known as a Bank Identifier Code (BIC).	AAABBCC123
IBAN	It is the system of identifying bank accounts across national borders to facilitate the communication and processing of cross-border transactions with a reduced risk of transcription errors.	BE71096123456769

07. I want to modify the registration after submitting it. Is this possible?

Yes. You can modify your registration data before the activity takes place.

To do so, please click on the link provided in the automatic confirmation email you received after registration.

Should you change your bank account details, you must inform the EJTN Project Manager in charge of the activity.

02. PRE-PAYMENT

01. Can I request a pre-payment before participating in an EJTN activity?

Yes. Exceptionally, some EJTN activities are eligible for a pre-payment.

Activity	Pre-payment	Time to receive pre-payment
AIAKOS programme	Only foreign participants (Please see section 1 question 4)	2 weeks before the activity at the latest
2-week exchanges	All participants	
THEMIS competition	All participants upon demand	
Long-term training periods	All participants	

02. What are the requirements to receive the pre-payment?

Pre-payments are made only if the following requirements are observed:

1. You completed your registration before the deadline set in the invitation to register.
2. You correctly completed and validated the bank information on the registration form.
3. Your form was submitted using only Latin characters, without special characters. Example: "Mihaly Vorosmarty" instead of "Mihály Vörösmarty".

03. My activity will take place in less than 2 weeks but I have not received my pre-payment yet. What should I do?

First, please check your bank account, considering the delay of international bank transfers.

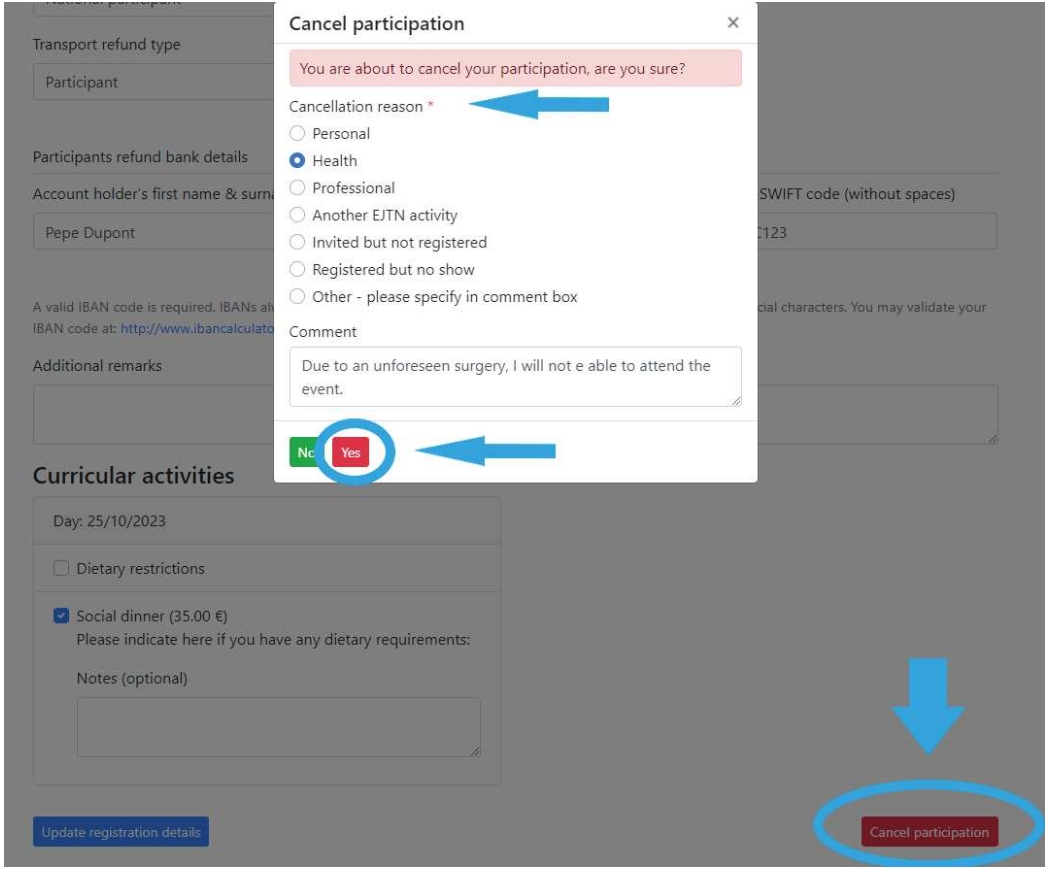
Second, please verify that the requirements to receive the pre-payment on time were observed ([please see section 2 question 2](#)).

Third, if necessary, please contact the EJTN Project Manager in charge of the activity.

03. CANCELLATION

01. I was selected to participate in an EJTN activity but need to cancel my participation. How shall I proceed?

Cancelling participation in an EJTN activity shall be avoided as much as possible as cancellations and reallocation of the places generate a significant extra workload for the stakeholders involved and impact the overall organisation of the activity.

Activity	Cancellation procedure on the OSP platform
Seminars	<p>You must access your registration form using the link received in the email to register and click on the “cancel participation” button.</p> 
Webinars	
EJTN meetings	
THEMIS	<p>Contact your national judicial training institution and the EJTN Project Manager in charge.</p>

Activity	Cancellation procedure on the OSPE platform
Exchanges	You must inform all parties involved by email, including the Exchange Programme team at exchangeprogramme@ejtn.eu .
Study visits	
Long-term training periods	
AIAKOS programme	

02. I am registered for an EJTN activity, I have booked my travel and due to unexpected circumstances, I can no longer attend. Am I entitled to receive reimbursement for the costs I incurred?

No. EJTN does not reimburse costs incurred by the participants when the change in circumstances is not imputable to EJTN.

Moreover, participants may be charged for the costs already incurred (e.g., lunches and coffee breaks).

04. TRAVEL MODES

01. For which activities does EJTN cover travel costs?

EJTN provides financial support to cover participants' travel costs only in activities lasting up to 1 week (i.e. 5 working days).

In the case of activities lasting 2 weeks or more (i.e. at least 10 working days), participants receive an increased per diem (please see [section 5 question 6](#)).

This is the case, for example, in 2-week exchanges and long-term training periods (e.g. Court of Justice of the EU, European Court of Human Rights, Eurojust and European Public Prosecutors' Office).

02. What does EJTN cover under travel costs?

Item	Covered	Not covered
Return journey	Between the institution in the country of origin and the place of the activity	-
Plane	Cost of an economy-class ticket	Any additional options or services such as special seats, priority boarding, insurance, parking, extra luggage
Train	Cost of a first-class ticket on the shortest way for a round-trip	
Bus or coach	Cost of the shortest way for a round trip	
Car	Total number of kilometres travelled, multiplied by € 0.22. Up to 1,200 km (i.e. € 264).	Rental costs, petrol, parking costs, tolls
Taxi	Only in exceptional cases (very early arrivals or departures). Please see the section on reimbursements .	-

03. Can I receive additional reimbursement if the travel costs are above € 500?

Yes. EJTN allows for exceptional cases where participants can receive additional financial support to cover additional travel costs. Please see the conditions for exceptions in [section 6 question 1](#).

04. I need to take a metro, bus or tram to go to the airport or train station. Are these expenses covered?

Metro, bus and tram tickets fall under “local travel costs”.

“Local travel costs” are not included in the cost of travel. They are covered by the daily allowance given to participants ([please see section 5 question 2](#)).

05. When shall I arrive to and depart from the place of my activity?

Participants in EJTN activities are invited to book their travel as follows:

Starting time of the activity	Outward journey	Return journey	Example
Before 10:00 on the first day	Day before the activity starts or day the activity starts	Last day of the activity	Your activity takes place in Warsaw from Thursday at 9:00 to Friday at 13:30. You would arrive in Warsaw on Wednesday afternoon and depart to your home city on Friday evening.
From 10:00 on the first day	Day the activity starts.	Last day of the activity	Your activity takes place in Warsaw from Thursday at 14:30 to Friday at 13:30. You would arrive in Warsaw on Thursday at noon and depart to your home city on Friday evening.

06. I travelled by plane and had to buy an additional piece of checked luggage. Will this cost be covered under the € 500 ceiling for international travel costs?

If your plane ticket includes a piece of checked luggage by default, EJTN does not cover additional checked luggage.

If your plane ticket does not include any piece of luggage, you can buy a piece of checked luggage, which will be reimbursed by EJTN. You must provide sufficient evidence that the transport of such a piece of luggage was not included in the plane ticket.

07. I would like to buy a plane ticket including 10 kg cabin luggage. However, this fare includes automatically priority boarding. How will I be reimbursed?

EJTN does not cover additional options, such as priority boarding.

In such cases, the price corresponding to the priority boarding will be deducted from the reimbursement received.

08. I would like to travel by car to the place of the activity. Will the costs associated with parking, tolls and petrol be covered?

No. EJTN does not reimburse participants for costs associated with parking fees, tolls, petrol, etc.

09. I would like to travel by car to the place of the activity with one or more participants. Will we all be entitled to claim these travel costs?

No. Costs associated with private car travel will be reimbursed only to one participant.

When two or more participants travel together by car, they must add a note to their online reimbursement form informing EJTN to whom the reimbursement should be made.

The screenshot shows a reimbursement form with the following details:

- Table Header:** # | Cost type | Transport mode | From | To | Departure date/time | Arrival date/time | Amount | Invoice/evidence
- Row 1:** 1. | Transport | Private car | Paris | Brussels | 11/09/2023 10:00 | 12/09/2023 10:30 | 141.68 EUR
- Form Fields:**
 - Cost type: Transport (dropdown)
 - Transport mode: Private car (dropdown)
 - One way (selected), Round trip (radio button)
 - From: Paris, To: Brussels
 - Departure date/time: 11/09/2023 10:00, Arrival date/time: 12/09/2023 10:30
 - Total distance driven (KMs): 644 km
 - Amount: 141.68 EUR
 - Formula: Cost of 0,22 EUR per kilometre for a trip up to a maximum of 1200 km calculated on the basis of the shortest route, using the following formula: Kilometre claim km x 0,22 € / km
 - Upload options: Michelin/Google Internet Map, Google maps screenshot - Paris-Brussels.png
- Participant Certification:**
 - I certify that I am the only participant claiming a car transport reimbursement for this journey.
 - I certify that the following other participants accompanied me for this journey.
 - Text box: John Doe (with a red arrow pointing to it)
 - Instruction: Provide names of other participants. For example: Jane Doe, John Doe, etc.
- Disclaimer:** Participant(s) who choose to use their own car(s) remain fully liable for any accidents or damages to their car(s) or any other third parties.

10. For ecological reasons, I would like to travel by train at night. Will EJTN cover the costs of extras such as train beds (“berths”)?

No. EJTN does not cover additional options or services, such as train beds.

11. I need to use more than one mode of transport to reach the city where my activity will take place. Will the cost of all different modes of transportation be covered?

EJTN will reimburse participants for the combined value of all modes of transport used to reach the city where the activity takes place within the overall € 500 threshold.

Participants must clearly indicate all travel expenses they wish to claim in their online reimbursement claim.

Please note that costs incurred with travel from the airport/train station to the venue are considered ‘local travel costs’ and are not covered under travel costs (please see [section on local travel costs](#)).

12. I will transit through another city "B" before arriving to the city "C" where the activity takes place. Can I extend my stopover stay in city "B" for private reasons?

No. It is not possible to prolong a stopover for private reasons. In the case of segmented travel, only the parts directly linked to the city of the activity will be reimbursed based on the least expensive journey.

Example 1

Your seminar takes place in Barcelona, and you will transit through Madrid. It is not possible to prolong the stay in Madrid for more time for private reasons.

Example 2

A Greek judge participating in an exchange in Brussels first travels to Paris for a few days. Then to Rome for the weekend before reaching the city of the activity. While the overall travel costs remain under the € 500 threshold, the participant will only receive reimbursement for a part of his/her travel.

13. Can I travel from any country or city to the city of the activity? Or, can I travel from the city of the activity to any country or city?

Yes, you can travel from/to a country or city different from your place of residence. However, participants combining an EJTN activity and another professional or private activity will be reimbursed based on the less expensive journey to avoid double funding.

A request for an exception must be submitted at the time of the reimbursement.

Example 1

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. After the activity, the participant must submit a request for an exception showing the costs of both journeys (Berlin-Bucharest and Frankfurt-Bucharest) and would be entitled to receive reimbursement for the less expensive journey.

Example 2

A German judge residing in Berlin takes part in a seminar in Bucharest. Instead of returning to Berlin, she will return to Prague for private reasons. After the activity, the participant must submit a request for an exception showing the costs of both journeys (Bucharest-Berlin and Bucharest-Prague) and would be entitled to receive reimbursement for the less expensive journey.

14. I want to go to the city where the activity takes place a few days before (or leave a few days after) the activity. Will this affect the reimbursement of my travel costs?

You can arrive a few days before (or leave a few days after) where the activity takes place as long as the travel corresponds to the most cost-effective travel route and its overall cost remains under the € 500 threshold.

In certain situations, participants must submit a request for an exception.

Additional per diems will not, however, be awarded for a stay longer than the duration of the activity.

Please check [section 6 question 1](#) for further information.

15. There is no transport from or to the city where the activity takes place on the last day of the activity. Can I book a transport for the next day?

Yes. If no transport is available on the last day of the activity, you must book your transportation for the next day.

You must also submit a request for an exception. [Please see section 6 question 4.](#)

Example

A Bulgarian court staff participates in a seminar in Prague (Czechia). There is no transport back to Bulgaria on the last day of the event. The participant books the transport on the next day and, after the activity, submits a request for an exception for a full daily allowance (per diem) on the last day. The participant correctly demonstrates the unavailability of transport.

16. The time of arrival or departure of my flight does not allow me to use public transport to reach the airport. Will my taxi costs be reimbursed?

As a general rule, individual taxi costs are not reimbursed by EJTN.

Only two exceptions can be reimbursed under the limit of € 500 for the travel mode:

A. Early departure (before 08:00).

Example: A Greek court staff needs to take a flight at 07:00, must be at the airport 2 hours before departure, and must take a taxi at 05:00.

B. Late departure (after 22:00)

Example: An Estonian prosecutor lands at 22:30 to Tallin and needs to take a taxi at 23:00 to get back home in Tallinn.

Participants must provide evidence of the flight's arrival or departure time.

The taxi receipt must show the date and time the service was used.

17. Can I buy a package which includes both travel and accommodation?

EJTN strongly advises against buying packages, including both travel and accommodation.

The invoices for this type of service are often not detailed enough to process your reimbursement request.

Travel costs will not be reimbursed if the exact travel costs cannot be individually identified in the invoice.

Example

A judge books a plane ticket from Hamburg to Rome and a hotel in Rome. She receives a global invoice only stating the final amount (€ 750). EJTN will not reimburse the participant's transport costs as the invoice is not detailed enough.

05. DAILY ALLOWANCE

01. What types of daily allowance are there? What do they cover?

There are two kinds of daily allowance depending on the participants' type (see [section 1 question 4](#))

Participants	Daily allowance type	What the daily allowance covers
Foreign	Per diem	<ul style="list-style-type: none">✓ Accommodation✓ Meals✓ Local travels✓ Other subsistence costs <p>For activities lasting 2 weeks or more (i.e. at least 10 days), the per diem also covers international travel.</p>
National	Direct cost basis	<ul style="list-style-type: none">✓ Accommodation✓ Meals✓ Local travels✓ Other subsistence costs

Please note that it is up to each participant to decide and administrate his/her expenses.

02. Do I need to submit any documents to EJTN to receive the daily allowance?

The documentation to be submitted to EJTN to receive the daily allowance depends on the type of participation:

Participant	Daily allowance type	Documents to be submitted to EJTN
Foreign	Per diem	No. But please see the exceptions below.
National	Direct cost basis	<p>Yes. You must submit electronic or scanned versions of your hotel invoice, meal receipts, transport receipts, etc.</p> <p>Documents must be submitted through EJTN's reimbursement platform. After the activity, you will receive an email with a link to the relevant platform.</p>

Please note that you must keep copies of all receipts and invoices if EJTN requests them for audit purposes.

03. What are local travel costs?

All costs of travel:

Travel	Example
Within the city of departure of the participant	A Court Staff lives on the outskirts of Warsaw and needs to take the train to the closest metro stop in Warsaw city to go to the airport.
Within the city of arrival (where the activity takes place)	A Prosecutor lives in Prague and participates in a seminar in Athens. She takes the bus from the hotel to the venue.
Between your home and the airport, or the airport and the hotel in the city of the activity	A judge arrives at Budapest Airport and takes the bus to the hotel in downtown Budapest. Please check the conditions for the taxi reimbursement in case of early departure or late arrival in section 4 question 16 .

04. How many per diems can I expect to receive?

The number of per diem is equal to the number of nights between the days of the activity.

The night before the event gives the right to a full per diem only if the event starts before 10:00 (AM) the following day. The last day of the event gives the right to half (1/2) a per diem.

The calculation is based on the evidence submitted by the participant and the official programme of the activity.

Examples	Expected per diem	Explanation
<p>A seminar starts on Thursday at 09:00 and finishes on Friday at 13:30.</p>	2.5 per diems	<p>A full per diem for Wednesday (as it is the day before the activity starting before 10:00).</p> <p>A full per diem for Thursday (as the first day of the activity).</p> <p>A half a per diem for Friday (as the last day of the activity).</p>
<p>A 1-week exchange starts on Mondays at 09:00 and finishes on Friday at 13:30.</p>	5.5 per diems	<p>A full per diem for Sunday (as it is the day before the activity starting before 10:00).</p> <p>A full per diem for Monday, Tuesday, Wednesday and Thursday.</p> <p>A half a per diem for Friday (as the last day of the activity).</p>
<p>A 2-week exchange starts on Monday at 9:00 and finishes on Friday at 13:30 on the following week.</p>	12.5 per diems	<p>A full per diem for Sunday (as it is the day before the activity starting before 10:00).</p> <p>A full per diem for the days between Monday of the first week and Thursday of the following week (weekend included).</p> <p>A half a per diem for Friday (as the last day of the activity).</p>
<p>Activities and meetings starting from 10:00</p> <p>It starts on Thursday at 11:00 and finishes on Friday at 13:30.</p>	1.5 per diems	<p><i>There is no per diem for Wednesday, as the activity starts on Thursday after 10:00.</i></p> <p>A full per diem for Thursday (as the first day of the activity).</p> <p>A half a per diem for Friday (as the last day of the activity).</p>

05. Would I receive an extra per diem if I need to arrive one day before or depart one day after the activity?

Yes. EJTN envisages two exceptional cases:

Exceptional case	Example of activity	Expected per diem	Explanation
The participant demonstrates that he/she cannot return on the same day the activity ends due to unavailable transport.	It 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.	3 per diem	A full per diem for Thursday (as the first day of the activity) and a full per diem for Friday.
The participant demonstrates that he/she cannot arrive before the activity starts due to unavailable transport.	It 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.	2.5 per diem	A full per diem for Thursday (as the first day of the activity) and a full per diem for Friday.

Please see the conditions for exceptions in [section 6 question 1](#).

06. Do per diems depend on the country of the activity?

Yes. Per diems depend on the country. The total amount to be received by foreign participants also depends on the length of the activity.

Country	Up to one week (5 working days)	2 weeks (10 working days)	Long-term
Austria	€ 170	€ 195	€ 120
Belgium	€ 180	€ 205	
Bulgaria	€ 180	€ 205	
Croatia	€ 150	€ 175	
Czechia	€ 180	€ 205	
Cyprus	€ 180	€ 205	
Estonia	€ 150	€ 175	
Finland	€ 190	€ 215	
France	€ 190	€ 215	
Germany	€ 160	€ 185	
Greece	€ 170	€ 195	
Hungary	€ 170	€ 195	
Ireland	€ 200	€ 225	
Italy	€ 180	€ 205	
Latvia	€ 160	€ 185	
Lithuania	€ 150	€ 175	
Luxembourg	€ 180	€ 205	
Malta	€ 160	€ 185	
Netherlands	€ 200	€ 225	
Poland	€ 170	€ 195	
Portugal	€ 160	€ 185	
Romania	€ 170	€ 195	
Slovakia	€ 160	€ 185	
Slovenia	€ 150	€ 175	
Spain	€ 160	€ 185	
Sweden	€ 200	€ 225	

07. How are the costs of coffee breaks, lunches, and dinners deducted?

For foreign participants, the costs of the coffee breaks, lunches and dinners organised by EJTN for the activity are deducted from the total per diem amount.

For national participants, these costs are directly covered by EJTN.

You can find the approximate cost in the invitation email to register.

Please note this is not applicable for exchanges and long-term training periods (e.g. Court of Justice of the EU, European Court of Human Rights, Eurojust and European Public Prosecutors' Office).

08. What is the total amount of the daily allowance I will receive after the activity?

The total amount will depend on the type of participant (see [section 1 question 4](#)):

A. Per diem calculation method for foreign participant

Example of activities	Number of per diems	Per diem rate	Deductions	Total per diem the participant will receive
A one-and-a-half-day seminar in Brussels, Belgium starting before 10:00	2.5 per diems	€ 180	<p>€ 20 corresponding to 3 Coffee breaks</p> <p>€ 15 corresponding to lunch</p> <p>€ 45 corresponding to the optional social dinner the participant attended</p> <p>Total deductions = € 80</p>	$2.5 \times € 180 - € 80 = € 370$
A one-week exchange in Hamburg, Germany starting from 10:00	4.5 per diems	€ 160	No deductions apply	$4.5 \times € 160 = € 720$

B. Total daily allowance for national participants: costs and deductions are directly covered by EJTN. See [section 5 question 1](#).

09. What happens if my expected per diem does not cover my expenses sufficiently? Can I request additional per diems?

In exceptional cases, you can be reimbursed on an actual cost basis up to the amount in the table below.

This only applies to activities lasting 1 week or less (i.e. up to 5 working days).

You must provide a justification of all costs (hotel invoice, receipts for meals and transport, etc.).

You must request an exception and upload it after the activity. Please see the conditions for exceptions in [section 6 question 5](#).

Country	Threshold for real cost reimbursement
Austria	€ 191
Belgium	€ 197
Bulgaria	€ 193
Croatia	€ 153
Czechia	€ 196
Cyprus	€ 202
Estonia	€ 154
Finland	€ 207
France	€ 208
Germany	€ 177
Greece	€ 189
Hungary	€ 189
Ireland	€ 216
Italy	€ 196
Latvia	€ 179
Lithuania	€ 156
Luxembourg	€ 201
Malta	€ 174
Netherlands	€ 224
Poland	€ 184
Portugal	€ 173
Romania	€ 189
Slovakia	€ 174
Slovenia	€ 153
Spain	€ 180
Sweden	€ 218

10. What are “conference package” activities?

When an activity is organised as a “conference package”, EJTN books and directly pays certain costs.

The invitation email will contain the specifics of the activity.

EJTN can cover and directly pay	Participants may receive after the activity.
<ul style="list-style-type: none">✓ Accommodation✓ Meals✓ Local travels	A reduced per diem amount in order to cover other related expenses

06. EXCEPTION FORM

01. What types of exceptions are there?

There are 6 types of exceptions:

- A. Travel costs over € 500. See [section 6 question 2](#).
- B. Extra per diem for the night before the activity. See [section 6 question 3](#).
- C. Extra per diem for the last day of the activity. See [section 6 question 4](#).
- D. Additional amount of per diem. See [section 6 question 5](#).
- E. Travelling from/to a country or city different than your place of residence. See [section 6 question 6](#).
- F. Travelling one or a few days before or/and after the activity. See [section 6 question 7](#).

The exception request will be approved if conditions are met and all documents have been included.

02. My travel costs are over € 500, can I be granted an exception?

Yes, this exception (Exception A) can be granted when at least one of the following criteria is 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.

For requesting an exception form, see [section 6 question 9](#).

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

	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).

03. The activity I am attending starts after 10 am. Due to the unavailability of flights to arrive on the same day before the activity starts, I need to fly one day earlier than the day of the activity. Can I receive an extra per diem for the night before the activity?

Yes, this exception (Exception B) can be granted when the conditions are met and all documents have been included. For requesting an exception form, see [section 6 question 9](#).

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 exception

2.5 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.

If you have any doubts about when you should arrive at the place of your activity, see [section 4 question 5](#).

04. Due to the unavailability of flights, I need to fly one day after the last day of the activity. Can I receive an extra per diem for the last day of the activity?

Yes, this exception (Exception C) can be granted when the conditions are met and all documents have been included. For requesting an exception form, see [section 6 question 9](#).

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 exception

3 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.

If you have any doubts about when you should arrive to the place of your activity, see [section 4 question 5](#).

05. The expected per diem does not cover the expenses for the activity. Can I receive an additional amount of per diem?

Yes, this exception (Exception D) can be granted when the conditions are met and all documents have been included. For requesting an exception form, see [section 6 question 9](#).

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. Please see [section 05 question 8](#).

Please note

1. You must provide a justification of all costs (hotel invoice, receipts for meals and local transport, etc.).
2. This only applies to activities lasting 1 week or less (i.e. up to 5 working days).

06. Can I travel from/to a country or city different than my place of residence?

Yes, this exception (Exception E) is assessed on a case-by-case basis. For requesting an exception form, see [section 6 question 9](#).

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.

Please note

1. You must attach the professional justification.
2. This exception cannot be combined with the other exceptions.
3. EJTN does not reimburse individual taxi costs. No early departures and late arrivals can be requested in combination with this type of exception.

07. Can I travel one or a few days before or/and after the activity?

Yes, this exception (Exception F) is assessed on a case-by-case basis. For requesting an exception form, see [section 6 question 9](#).

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.

Please note

1. EJTN does not reimburse individual taxi costs. There are no exceptions for early and late arrivals and departures.
-

2. This exception cannot be combined with the other exceptions

08. What is the procedure for requesting one of the exceptions in an EJTN activity?

The procedure to request any of the exceptions explained in [section 6 question 1](#) is as follows:

1. Fill out the dedicated exception form when booking your travel (please see [section 6 question 9](#)).
2. After the activity has taken place, upload the exception form with all other documents to the online reimbursement platform. [Please see section 7 question 5](#).
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](#).
 - E and F exception requests will be assessed on a case-by-case basis.
4. Please note that once you submit your reimbursement request, you will not be able to submit a new exception request.

09. Where can I find the exception form?

You can download the [exception form here](#).

10. Should I provide documents if I request any of the exceptions? Which ones?

If you request any of the exceptions explained in [section 06 - question 01](#), you must provide the following:

1. Screenshot of a travel search engine (e.g. [Skyscanner](#), [eDreams](#), [Omio](#)) showing:
 - a. That transport costs are higher than € 500, or
 - b. That no other travel options are available on the activity dates
2. Screenshot or document of the agenda of the activity.
3. Screenshot of the invitation email to register or the email itself sent from noreply@ejtn.eu, showing the sending date.

Example

"I cannot arrive at the EJTN activity starting at 10:30 as the only available flight arrives at 10:25."

The screenshot shows a Skyscanner search for flights from Brussels (Any) to Ljubljana (LJU) for 1 adult in Economy class on Monday, Oct 9. The search results are sorted by 'Cheapest first'. The cheapest flight is a Lufthansa flight from BRU to LJU via FRA, departing at 7:00 AM and arriving at 10:25 AM, priced at €424. Other options include a direct flight for €587 and another Lufthansa flight for €531.

Stops	Best	Cheapest	Fastest
Direct from € 306	€ 587	€ 424	€ 587
1 stop from € 148			
2+ stops from € 71			

Flight Details	Price
Lufthansa 7:00 AM BRU → 1 stop FRA → 10:25 AM LJU Operated by Brussels Airlines, Lufthansa CityLine	13 deals from € 424
Lufthansa 9:30 AM BRU → 1 stop FRA → 1:25 PM LJU Partially operated by Lufthansa CityLine	13 deals from € 531
Lufthansa 8:15 AM BRU → 1 stop FRA → 1:25 PM LJU Partially operated by Lufthansa CityLine	3 deals from € 549

11. The return journey by car will be over 1,200 km, but the overall cost will remain under € 500. Will I be reimbursed for the totality of the return journey?

No. No exceptions are possible in the case of travel by car. The maximum eligible amount is € 264, which corresponds to 1,200 km.

12. Where can I find more information about EJTN exceptions?

You can find more detailed information about EJTN exceptions to our corporate financial policy at: [EJTN Corporate Financial Policy – Annex 3](#).

07. REIMBURSEMENT

01. When will I receive my reimbursement?

You will receive your reimbursement within 2 months after the end of the activity and upon reception of all the requested supporting documents on time.

02. What is the deadline for submitting my reimbursement request?

You have 1 month to complete your post-activity requirements, including the reimbursement request.

03. What happens if I miss the one-month deadline to submit my request for reimbursement?

If you have missed the deadline, please email the EJTN Project Manager in charge of your activity and request an extension of the deadline for submitting your reimbursement request.

04. What happens if I have not received the reimbursement 2 months after uploading all the documents?

Provided that you have not received a delay notification from the EJTN Project Manager, you can contact the email address of the Finance Unit provided in the reimbursement email you received after the EJTN activity.

05. Which documents must I provide to receive the reimbursement?

You must upload the following documents depending on the type of participant and activity.

Type of participant and activity	Required evaluation	Required documents to upload to the online platform
National participant in an activity	1. Online evaluation form	1. Online Statement of Costs 2. Travel documents. See section 7 question 6 . 3. Invoices for: <ul style="list-style-type: none"> ○ Accommodation ○ Meals ○ Local travels (See section 5 question 3) ○ Other subsistence costs

Foreign participant in a seminar, AIAKOS or THEMIS	1. Online evaluation form	1. Online Statement of Costs 2. Travel documents. See section 7 question 6 .
Foreign participant in a 1-week exchange <i>(up to 5 working days)</i>	1. Online evaluation form 2. Report	1. Online Statement of Costs 2. Travel documents. See section 7 question 6 . 3. Official programme
Foreign participant in a 2-week exchange <i>(10 working days)</i>	1. Online evaluation form 2. Report	1. Certificate of attendance provided by the host institution. 2. Official programme
Foreign participant in a long-term training period	1. Online evaluation form 2. Report	1. Certificate of attendance provided by the host institution.

06. Which documents must I provide to receive the reimbursement of travel costs?

Yes, the documents to be uploaded to the reimbursement platform depend on the mode of transport used.

Transport mode	Documents to upload
Airplane	<ul style="list-style-type: none"> ✓ Invoice ✓ Boarding passes (PDF, e-boarding passes, or the scanned version of the paper boarding passes) <p>Please note</p> <ol style="list-style-type: none"> 1. Many mobile boarding passes received by SMS or apps tend to disappear after use. The participants are strongly advised to take screenshots of their boarding passes. 2. In case of loss of the boarding passes, request a certificate from the airline company informing that you boarded. No travel will be reimbursed without this.
Train	<ul style="list-style-type: none"> ✓ Invoice ✓ Train ticket (PDF, QR code or the scanned version of the paper ticket) <p>Please note</p> <ol style="list-style-type: none"> 1. Many mobile tickets received by SMS or apps tend to disappear after use. The participants are strongly advised to take screenshots of their train tickets. 2. In case of loss of the train tickets, request a certificate from the train company informing that you boarded. No travel will be reimbursed without this.
Car	<ul style="list-style-type: none"> ✓ A screenshot of the Google/Michelin Maps itinerary
Ferry	<ul style="list-style-type: none"> ✓ Invoice ✓ Ferry ticket (PDF, QR code or the scanned version of the paper ticket) <p>Please note</p> <ol style="list-style-type: none"> 1. In case of loss of the ferry tickets, request a certificate from the ferry company informing that you boarded. No travel will be reimbursed without this.

07. Does EJTN reimburse taxi costs separately?

Please see section [4 question 16](#).

08. What must I provide if the per diem is not sufficient?

You must fill out the exception request and provide all the accommodation, meals, and local transport tickets (not the receipts).

Please see [section 5 question 9](#).

09. I would need to change my flight. Will EJTN reimburse the expenses linked to this change?

No. EJTN does not provide reimbursement of expenses linked to changing flight schedules.

10. What shall I do if I have lost or cannot find my boarding passes or train or ferry tickets?

See [section 7 question 6](#).

11. My flight or train was delayed, and I missed the correspondence. I had to buy another ticket. Will EJTN reimburse me the total amount?

No. EJTN cannot take responsibility for flight or train delays. If applicable, you should contact the flight or train company to ask for a reimbursement.

EJTN can reimburse the final and used ticket.

12. How much will be reimbursed if I travel by car?

For travels by car, reimbursement is done based on the total number of kilometres travelled multiplied by € 0.22.

EJTN covers up to 1,200 km, that is, a maximum reimbursable value of € 264 for a roundtrip journey.

No exceptions are possible in the case of travel by car.

13. Can I be reimbursed for a combination of travel modes?

Yes. See section [section 4 question 11](#).

14. Will I be reimbursed if I miss part of an activity for medical, professional or personal reasons?

No. Reimbursement is closely linked to the participants' attendance to the entire programme of the activity.

Missing part of the programme will lead to a deduction of the expected number of per diem to be received. The travel costs are not affected by such a deduction.

15. Are the parking fees and the fuel reimbursed?

No. The parking fees and the fuel are not reimbursed.