

**CHECKLIST FOR PARTICIPANTS IN SHORT-TERM EXCHANGES**  
**Compulsory documents for the reimbursement**

Please ensure that you enclose ALL the documents listed below.

We strongly recommend that you keep a COPY of all the documents you send.

**1) After EJTN informs you about your selection:**

- The contact point of your hosting country will contact you regarding your exchange. Otherwise, make sure you contact him/her to have information regarding your hosting jurisdiction, the dates of the exchange and the contact details of your tutor.
- Contact your tutor in the hosting jurisdiction to arrange the details of the exchange.

**2) Before the exchange**

**The Participant:**

- Makes his/her travel arrangements and logs on the Exchange Programme platform at <http://ejtn-exchange.azurewebsites.net/Participant/> to register online at the latest one month before the starting date of the exchange. A guide to the online registration may be found via the following link: <http://www.ejtn.eu/PageFiles/4605/ExPOnlineRegistrationForm User Guide Final.pdf>
- Checks with his/her employer that he/she will remain covered during the whole training period by the social security scheme applicable to the concerned national administration and that the latter will support the health expenses incurred abroad.
- Makes sure that he/she is insured against accident, death and invalidity risks.

**EJTN:**

- For Two-week exchanges only, pays the participant his/her 1st instalment normally 2 weeks before the activity at the latest.
- Sends to the participant information on the reporting documents to submit after the activity.

**3) During the activity**

**The Participant:**

- Shall respect the terms and conditions of the programme (training schedule, content).

**4) Within a month after the activity**

The following documents must be sent to EJTN in order for the final payment to be paid:

➤ **For 2-week exchanges:**

**The Participant:**

- Logs on the Exchange Programme platform at <http://ejtn-exchange.azurewebsites.net/Participant/> to fill in the online evaluation form, upload the report on the exchange as well as a scanned copy of the certificate of attendance.
- Documents may be downloaded at <http://www.ejtn.eu/Exchange-Programme/Activities/Short-term-exchanges/>
- The certificate of attendance (detailing the period in which the exchange took place) is to be duly signed by the participant's tutor and stamped with the official seal in use at the hosting institution and to be uploaded on the Exchange Programme platform at <http://ejtn-exchange.azurewebsites.net/Participant/>.

➤ **For 1-week exchanges:**

- Logs on the Exchange Programme platform at <http://ejtn-exchange.azurewebsites.net/Participant/> to fill in the online evaluation form, upload the report (except for AIAKOS exchanges) on the exchange as well as a scanned copy of the

expense claim form and requested travel evidence (for all one-week exchanges). Please see section V of our Practical Guide for more information on the “requested documents for payment”. We strongly recommend that you keep a COPY of all the documents you send. Documents may be downloaded at <http://www.ejtn.eu/Exchange-Programme/Activities/Short-term-exchanges/>

Sends by post to the following address: Finances Unit - Jolanta / Short-term exchanges - European Judicial Training Network - Rue du Commerce 123 - B-1000 Bruxelles the expense claim form and following requested original travel evidence

- ✓ If travel by plane:
  - a copy of the flight ticket
  - the invoice from the travel agency or the airline (only if the ticket does not clearly show the amount claimed)
  - the **original of all the boarding passes** (except for electronic boarding passes<sup>1</sup>) corresponding to the journey or a certificate from the airline that the ticket was flown should the participant have lost one or all boarding pass/es.
- ✓ If travel by train:
  - the train tickets. Mobile train ticket must be printed and added to the costs claim.
  - the invoice from the travel agency or the train company (only if the ticket does not clearly show the amount claimed)
- ✓ 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:            km x 2 (in-out) x 0,22 € / km =

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<sup>1</sup> Mobile boarding passes must be printed and added to the costs claim.