

TERMS AND CONDITIONS

Organisation – Travel – Per Diem – Reimbursement - GDPR

ORGANISATION

Please note that participants are responsible for making their own travel arrangements - flights and hotel. It is recommended to book as soon as possible upon receipt of invitation.

TRAVEL

Foreign participants	Maximum 400 EUR
National participants	Maximum 200 EUR

EJTN's budget set above applies for a round trip journey whether by plane or by train.

The travel expenses incurred by the participants for the purpose of attending the seminar shall be reimbursed on the basis of the most cost-effective means of transport between their institution in the country of origin and the venue of the seminar.

Depending on how the participants travel, the reimbursement shall cover:

- **Travel by plane:** cost of an economy class ticket.
- **Travel by train:** cost of a first-class ticket on the most direct route for a round trip.
- **Travel by car:** costs 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 maps), using the following formula: **km x 2 (in & out) x 0,22 €/km = .**
- Excess luggage or travel insurances are not included in EJTN's budget

NOTA BENE

- Please note that if your travel costs exceed the limit of €400 for a round trip ticket you are invited before booking to request the analysis of the possibility to be reimbursed those extra costs.
- Participants who choose to use their own car in the framework of the seminar, remain fully liable for any accidents to their car or to third parties and should check whether or not their insurance covers them for this type of journey.

PER DIEM

Foreign participants	Daily allowances – hosting country's rate (EUR)
National participants	Actual costs basis

Foreign participants:

- The per diem is considered to cover the participant's expenses for the duration of the seminar and other than international travel, such as accommodation, sundry expenses, meals and local transport (such as transport from the airport to the city centre) within the place of the event.
- The number of per diems to be paid equals the number of nights between the days of event and the night before the event (if justified). The last day of event gives right to a half (1/2) per diem. The same applies for a one (1) day event. However, a full per diem will be paid for the last day of event / one day event, if the participant demonstrates that he cannot return in the same day the meeting ends due to unavailable transport.
- Should coffee breaks, lunches and dinners be organized and paid by EJTN, their price shall be deducted from the participants' per diem.

National participants:

- Participants residing in the country where the event takes place will be entitled to the reimbursement of their daily expenses (as long as these are not covered by their national institution) on the basis of their actual costs except for the participants whose institution is in the same city as the venue. The following costs may be considered, if applicable:
 - Accommodation for the night before the first day of the event, up to the night before the event's last day.
 - One dinner per day for the duration of the event, starting with the day before the event's first day, but excluding the final day of the event.
 - One lunch for each day of the event – except for lunches organised by EJTN and directly paid by the EJTN.
 - Local transport costs for journeys made using public transportation.

NOTA BENE

- Reimbursements of the meals will not exceed 20 EUR for lunch and 30 EUR for dinner.
- In order to be reimbursed, the participants must send to the EJTN dully substantiated receipts attesting to each expense claimed. The aforementioned per diem limits are applicable.

Country	EJTN Per Diem
Austria	170
Belgium	180
Bulgaria	180
Croatia	150
Czech Republic	180
Cyprus	180
Denmark	210
Estonia	150
Finland	190
France	190
Germany	160
Greece	170
Hungary	170
Ireland	200
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
United Kingdom	210
Macedonia (FYROM)	129
Norway	208

REIMBURSEMENT

In order to comply with the European Commission Funding Rules, in no case will travel costs be reimbursed without appropriate documentation being provided.

A list of attendance will be circulated on each day upon arrival of the seminar's venue and participants are requested to sign it in order to confirm their attendance. This is a precondition for the reimbursement of their daily allowances and travel expenses.

In order to complete the reimbursement, the following original documents are requested:

Foreign participants

- Plane boarding passes – or – train tickets
- Booking invoice

National participants

- Plane boarding passes – or – train tickets
- Booking invoice
- Accommodation receipt (if applicable)
- Meal receipts
- Local transport tickets receipts

Participants are invited to keep the upper-mentioned travel documents and to send **by post** – no later than three (3) weeks after the seminar:

EJTN Finance Unit, Ms. Khaoula Kihal, 123 Rue du Commerce 1000 Brussels, BELGIUM.

Please also indicate on the envelope the Activity reference (e.g. CP/YEAR/##).

NOTA BENE

- The reimbursement will be done within 2 months after the event and upon reception of the complete file from participant within the deadline set and to the maxima set out above.
- **EJTN does not confirm receipt of the reimbursement documentation, nor when payment will be proceeded and will contact the participant only if necessary.**
- Each of the participant will receive the **EJTN Certificate of Participation** (electronic version only) via a separate and individual email after completion of the reimbursement.
- Please see the [Corporate Financial Policy](#) for activities implemented by EJTN for more information on the reimbursement of travel costs and payment of per diems.
- For further questions please see our [Frequently Asked Questions](#).

GENERAL DATA PROTECTION REGULATION

For details on data privacy and how EJTN processes, shares, transfers, uses and protects your private data as well as your rights, consult EJTN's full Data Protection and Privacy Statement at:

http://www.ejtn.eu/Information/Data_Protection_Cookies_Disclaimer/