

ANNEX: CHECK LIST FOR PARTICIPANTS
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) Before the activity

- Make your transport and accommodation arrangements.
- Register online using the individual link received by e-mail from EJTN
- Check with your employer that you 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.
- Make sure you are insured against accident, death and invalidity risks.

2) Within a month after you attended the activity

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

- Fill in the online evaluation form using the individual link received by e-mail from EJTN
- Upload your post-activity report using the individual link received by e-mail from EJTN
- Fill in the online expense claim form using the individual link received by e-mail from EJTN
- Upload a scanned copy of the below travel documents

And/Or

Send the originals by post to “Finance Unit – Aziza Boussouab / One-Week exchanges– European Judicial Training Network – Rue du Commerce 123 – B-1000 Bruxelles”:

- ✓ If travel by plane:
 - the **original of all the boarding passes** corresponding to the journey. Paper/cardboard boarding passes (issued at the airport) must be sent by post to the address above. Electronic boarding passes received by email may be uploaded on the Exchange Programme platform. Mobile boarding passes (received by SMS) must be printed and added to the costs claim.
Attention: should the participant have lost one or all boarding pass/es, a certificate from the airline that the ticket was flown should be presented.
 - a copy of the flight ticket
 - the invoice from the travel agency or the airline (if the ticket does not clearly show the amount claimed)
- ✓ If travel by train:
 - the **original** of the train tickets. Paper/cardboard boarding passes must be sent by post to the address above. Electronic tickets received by email may be uploaded on the Exchange Programme platform. Mobile tickets (received by SMS) must be printed and added to the costs claim.
 - the invoice from the train company (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:
route: km x 2 (in-out) x 0,22 € / km =