



EXCHANGES

FINANCIAL CONDITIONS 2024¹

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.

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1. Description of the activity

1.1. Definitions, format and target audience

This guide covers the types of exchanges defined below.

Participants must refer to the length indicated in the EJTN allocation confirmation email. In case of doubt regarding the financial conditions applying to their participation, they must contact their EJTN contact point.

Type of exchange	Length (in working days)	Target audience	Definition
General exchanges	5 or 10	Judges, Prosecutors, Court & prosecution staff	Participants in general exchanges explore another judicial culture by being hosted for one or two weeks in the court or prosecution office of another EU Member State.
Specialised exchanges	3 to 5	Judges, Prosecutors, Court & prosecution staff	Participants in specialised exchanges explore the judicial system of the host country with a special focus on the topic of the exchange.
Judicial leaders exchanges	3 to 5	Court Presidents, Chief Prosecutors, Court & prosecution staff managers	Participants in judicial leaders exchanges shape their leadership and management skills and debate subjects such as digitalisation of justice, human resources, financial and budget management or sustainable management.
Trainers exchanges	3, 5 or 10	Judicial trainers, Court staff trainers	Participants in trainers exchanges learn about training methodologies, pedagogical tools, and training initiatives developed by the training institutions of the EU member States.
Bilateral exchanges	3 to 5	Judges, Prosecutors, Court & prosecution staff	Groups of participants from the same court or prosecution office exchange experiences and best practices on a specific topic of common interest in a court or prosecution office of another EU Member State.

<u>Regional exchanges</u>	5	Judges, Prosecutors, Court & prosecution staff	Participants working in courts and prosecution offices located close to a border develop direct cooperation and trust with their counterpart on the other side of the border by discussing common issues, sharing their experience, and further collaborating on specific cases.
<u>Judiciary learning grant programme</u>	Up to 5	Judges, Prosecutors, Court & prosecution staff, Judicial trainers, Court staff trainers	Participants have the autonomy to build and implement a tailor-made project based on a self-identified training need. Through the programme, they can study in another EU Member State an issue of their choice and use the outcome of their field research in their daily practice.
EJTN-CEPOL joint exchanges	5	Prosecutors, Investigative judges	Participants take part in cross-border and cross-function exchanges to learn about each other's practices on the field. Law enforcement officials and judiciary professionals visit each other in their respective workplaces across the EU – law enforcement institutions and courts and prosecution offices – to share and compare experiences, working methods and investigation techniques. Exchanges focus on the following areas: Economic/Financial crime, Cybercrime, Drug Trafficking, Trafficking in Human Beings, Environmental Crime, Corruption and Joint Investigation Teams.

1.2. Period

Exchanges up to 5 working days must be organised within the same work week. Any exception shall be justified and requested to EJTN.

Exchanges of 10 working days must be organised on two consecutive work weeks. Any exception shall be justified and requested to EJTN.

All exchanges must be completed by 15 November 2024 at the latest.

In the case of group exchanges, the dates are decided upon by the host institution. In the case of individual exchanges, the dates are subject to agreement between the participant and the tutor. Regarding bilateral exchanges, dates are agreed between the hosting and visiting delegations.

Once the dates are fixed, participants must inform their national contact point and EJTN.

1.3. Requirements

1.3.1. Pre-exchange requirements

At the latest one (1) month before taking part in the exchange, participants must confirm their participation by registering online on the Exchange Programme platform using the personal link received by email.

1.3.2. Post-exchange requirements

Type of exchange	Evaluation	Expense claim
<u>Lasting 5 working days:</u> General exchanges, Specialised exchanges, Trainers exchanges, Bilateral exchanges and Regional exchanges	<ol style="list-style-type: none"> 1. Complete online evaluation form 2. Complete online narrative report 	<ol style="list-style-type: none"> 1. Complete online statement of costs table 2. Upload travel evidence 3. Upload official programme of the exchange
<u>Lasting 10 working days:</u> General exchanges and Trainers exchanges	<ol style="list-style-type: none"> 1. Complete online evaluation form 2. Complete online narrative report 	<ol style="list-style-type: none"> 1. Upload certificate of attendance provided by host country 2. Upload official programme of the exchange
<u>Lasting up to 5 working days:</u> Judicial leaders exchanges and Judiciary learning grant programme	<ol style="list-style-type: none"> 1. Complete online evaluation form 2. Six months after the exchange, complete delayed online evaluation form 	<ol style="list-style-type: none"> 1. Complete online statement of costs table 2. Upload travel evidence 3. Upload official programme of the exchange
<u>Lasting 5 working days:</u> EJTN-CEPOL joint exchanges	<ol style="list-style-type: none"> 1. Complete online evaluation form 2. Complete online narrative report 	<ol style="list-style-type: none"> 1. Complete online statement of costs table 2. Upload travel evidence 3. Upload activity plan

1.4. Cancellation or changes in the exchange

Cancelling participation in the Exchange Programme shall be avoided as cancellations and reallocation of the places generate a significant extra workload for the host institution and impacts the overall organisation of the activity.

In case of unavoidable cancellation, participants must inform as soon as possible EJTJN, the sending and hosting training institution and, if applicable, the tutor so the place can be reassigned.

If the cancellation occurs after the participant has committed funds for travel or accommodation, those costs will not be reimbursed by EJTJN.

If the exchange has to be shortened, the participant must inform EJTJN as soon as possible to justify such a situation. Each situation will be assessed on a case-by-case basis by EJTJN, and additional documents may be requested.

In case of changes agreed upon between the participant and the tutor (e.g. change of exchange dates, location, tutor, etc.) EJTJN must be informed without any delay.

2. Financial conditions

2.1. Terms of reimbursement²

Financial support applies both to the participant's travel and ordinary expenses and is subject to the fulfilment of the requirements listed in article 1.3. Additional documents may be requested on a case-by-case basis by the EJTJN Finance Unit.

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

The participants must check with their employer that they 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. They must make sure that they are insured against accident, death and invalidity risks. Costs associated with the social security scheme, health and insurance are not reimbursed by EJTJN.

² Matters not covered by the present document are considered to be governed by EJTJN's Corporate Financial Policy in force at the time of the reimbursement. Any doubt concerning the interpretation and application of the present document shall be decided by EJTJN in light of the applicable Corporate Financial Policy.

2.2. Exchanges lasting up to 5 working days

2.2.1. Payment procedure

The amounts due to the participant will be paid in a single instalment after the activity provided that the file is complete.

Participants must provide all documents listed in article 1.3.2 as soon as possible and at the latest one (1) month after the exchange (unless other deadline communicated by EJTN). No acknowledgment of receipt will be sent following the receipt of the financial documents. Participants are therefore invited to regularly check their bank account.

The reimbursement will be made within two (2) months after all required documents as stated under article 1.3 have been received by EJTN within the set deadline.

The right to be reimbursed extinguishes due to 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.

2.2.2. Travel costs³

The travel expenses incurred by participants are reimbursed based on the most cost-effective means of transport between the institution in the country of origin and the place of the event in the host country.

The total eligible costs for the return journey **will not exceed 500 EUR**. Any exceeding amount shall be at the charge either of the participant or of her/his sending institution.

Depending on the means of transport used, the following **travel documents** are requested as part of the reimbursement request. All documents included boarding passes may be provided in electronic or scanned format. Participants must keep the documents reproducible (i.e., saved, scanned or printed) in case of loss.

- ✓ If travel by plane, the cost of an economy class ticket is covered provided that the following documents are submitted:
 - **A copy or original of all boarding passes** corresponding to the journey.
Attention: Should the participant have lost one or all boarding pass/es, a certificate from the airline that the ticket was flown must be presented.

³ Clarifications on the travel cost reimbursement can be found in the [FAQ on EJTN's website](#). Participants are also invited to read this document before making any booking.

Attention: Many mobile tickets or boarding passes tend to be removed from mobile apps after use, notably with the French SNCF. **The participants are strongly advised to take screenshots of their boarding passes and tickets.**

- 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)
- ✓ If travel by train or long-distance bus, the cost of first-class ticket on the shortest way for a round trip is covered provided that the following documents are submitted:
- **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 or bus company (only if the ticket does not clearly show the amount claimed)
- ✓ If travel 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 on the basis of the shortest route: $\text{km} \times 2 \text{ (in-out)} \times 0,22 \text{ € / km}$

2.2.2.1. Specific rules for transport

- Luggage costs

In no case shall costs derived from excess luggage or travel insurances be reimbursed, neither options chosen by the participant (priority boarding, seat reservation, service packs or additional luggage).

Costs associated with the check-in of a single piece of luggage per person may be exceptionally reimbursed under the overall 500 EUR threshold applicable to the reimbursement of international travel costs. This applies only to a single piece of luggage exceeding the standard 'cabin allowance' weight or size but not exceeding the weight of 20 kg, when such cost is not included in the airline's ticket price. In order 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.

- Taxi costs

Taxi costs being a local transport, are considered to be covered by the *per diem*. Taxi costs are only reimbursed under the 500 EUR threshold in case of flight arrival after 22:00 or flight departure before 7:00 on the day of the event (for exceptions, see article 2.4). Participants

must provide evidence of the time of arrival/departure of the flight. Additionally, the taxi receipt must show the date and time the service was used.

All transport claims must be justified by means of the online statement of costs table to which the pertinent travel documents, indicated under article 2.1.2, must be added.

- Use of personal car or car rental

The use of a personal car or car rental is only allowed if this is the most cost-effective means of transport compared to other means. The price of a car rental is not reimbursed.

In the case that several participants share the same means of transport (e.g. personal car or car rental), only the driver will receive the reimbursement of the travel expenses under the conditions of this document. This is also applicable in case of a shared taxi. In case of double reimbursement, the reimbursement of the overpaid amount will be requested.

Participants who choose to travel by car discharge EJTN from being responsible in any occurrence of damage to the car or to third parties.

2.2.2.2. Specific rules if the institution pays for the travel

Participants must clearly state in their registration form whether any national institution has provided them with transport tickets. If this is the case, EJTN will reimburse these costs to the respective national entity, but the participant must provide the documents indicated in article 2.1.3 as evidence that the trip was undertaken.

2.2.3. Per diem (daily allowances)

Per diem are due to attendees of EJTN meetings and events that take place outside their country of residence.

The *per diem* is considered to cover all expenses incurred by a participant other than the return journey referred to in article 2.2.2, including accommodation, sundry expenses, meals, local travels⁴, and any additional costs.

2.2.3.1. Amount by country

The table below indicates the amount of *per diem* applicable to any exchange up to 5 working days according to the country where the event takes place.

⁴ Local travels should be understood in the following cases:

- Travels within the city of departure of the participant;
- Travels within the city of arrival (where the event/activity takes place);
- Travels within any city of transit;
- Between the airport and the city of departure, any city of transit and the city of arrival.

HOST COUNTRY	EJTN PER DIEM RATES
Austria	€ 170
Belgium	€ 180
Bulgaria	€ 180
Croatia	€ 150
Czechia	€ 180
Cyprus	€ 180
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

2.2.3.2. Calculation method

The number of *per diem* to be paid equals the number of nights between the days of the event. The length of the stay abroad is determined by the documental evidence provided by the participant. No *per diem* will be paid for days of absence at the training venue (e.g. no-show, sick leave, late arrival or early departure).

The night before the event gives right to a full *per diem* **only if the event starts before 10.00 a.m.** the following day. The EJTN Finance Unit will assess the eligibility based on the documented evidence of the start date and time provided by the participant (i.e., official programme of the exchange) and submitted at the reimbursement stage.

The last day of the event gives right to half (1/2) a *per diem*.

In all cases, the number of *per diem* paid will not exceed a full 6 for exchanges lasting up to 5 working days.

2.3. Exchanges lasting 10 working days

2.3.1. Payment procedure

The amounts due to the participant will be paid in two instalments, provided that the registration form is completed on time and that the file is complete for final payment.

The first instalment is considered as a pre-financing of the foreseen expenses and will correspond to 70% of the expected amounts due to *per diem*. This amount will be paid to the bank account indicated in the online registration form submitted by the participant, on an average of two weeks before the start of the exchange.

Attention: The non-compliance with the timeframe of completion of the online registration form may result in the payment of 100% of the *per diem* after the activity.

After the exchange, and within two (2) months after all required documents as stated in article 1.3 have been received by EJTN within the set deadline, the final payment will be made. The amount of the final payment will correspond to 30% of the total amount of the *per diem* due.

Participants must provide all documents listed in article 1.3.2 as soon as possible and at the latest one (1) month after the exchange (unless other deadline communicated by EJTN). No acknowledgment of receipt will be sent following the receipt of the financial documents. Participants are therefore invited to regularly check their bank account.

The right to be reimbursed extinguishes due to 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 amounts it has advanced to the participant if the post-exchange requested documents are not produced.

2.3.2. Travel costs

The costs incurred by the participants in two-week exchanges are reimbursed solely through increased daily allowances (*per diem*). No travel expenses will be reimbursed, as the amount is considered included in the rate of the daily allowances.

2.3.3. Per diem (daily allowances)

Per diem are due to attendees of EJTN meetings and events that take place outside their country of residence.

The increased *per diem* is considered to cover all expenses incurred by a participant, including travel, accommodation, sundry expenses, meals, local travels and any additional costs.

2.3.3.1. Amount by country

The table below indicates the amount of increased *per diem* applicable to exchanges of 10 working days according to the country where the event takes place⁵.

HOST COUNTRY	EJTN PER DIEM RATES
Austria	€ 195
Belgium	€ 205
Bulgaria	€ 205
Croatia	€ 175
Czechia	€ 205
Cyprus	€ 205
Estonia	€ 175
Finland	€ 215
France	€ 215
Germany	€ 185
Greece	€ 195
Hungary	€ 195
Ireland	€ 225
Italy	€ 205
Latvia	€ 185
Lithuania	€ 175
Luxembourg	€ 205
Malta	€ 185
Netherlands	€ 225
Poland	€ 195
Portugal	€ 185
Romania	€ 195
Slovak Republic	€ 185
Slovenia	€ 175
Spain	€ 185
Sweden	€ 225

2.3.3.2. Calculation method

The number of *per diem* to be paid equals the number of nights between the days of the event. The length of the stay abroad is determined by the documental evidence provided by the

⁵ In case, due to exceptional circumstances, the length of the exchange is reduced, the same *per diem* rate as initially foreseen will apply.

participant. No *per diem* will be paid for days of absence at the training venue (e.g. no-show, sick leave, late arrival or early departure).

The night before the event gives right to a full *per diem* **only if the event starts before 10.00 a.m.** the following day. The EJTN Finance Unit will assess the eligibility based on the documented evidence of the start date and time provided by the participant (i.e., official programme of the exchange) and submitted at the reimbursement stage.

The last day of the event gives right to half (1/2) a *per diem*.

In all cases, the number of *per diem* paid will not exceed a full 13 for exchanges lasting 10 working days.

2.4. Requests for exceptions

Exceptions from the EJTN Corporate Financial Policy may be claimed if duly justified. 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 his/her reimbursement request on the Exchange Programme platform. No exception will be accepted before the exchange or after the submission of the reimbursement request.