

FINANCIAL CONDITIONS

“Single Market Programme” SMP-COMP-2023-NCNE-IBA
implemented by the European Judicial Training Network (EJTN), with financial assistance from the EU

SMP/2025/TS/01 Training Event, PRAGUE, CZECH REPUBLIC

To facilitate a smooth attendance and reimbursement process for this training event, please carefully review the following steps before making any travel arrangements or incurring costs.

ESSENTIAL STEPS TO FOLLOW

1. Calculate Travel Costs:

- Check the instructions below to determine the exact amount you will receive for your travel costs based on your country of departure. See here: [TABLE 1 – check the applicable rates for your country of departure](#)

2. Accommodation for Events in Prague:

- You will receive **107 EUR** per night to cover your accommodation costs. Please note that EJTN covers accommodation expenses for one night. ¹

3. Daily allowance for Events in Prague:

- You will receive **140 EUR** to cover your subsistence costs (70 EUR per day for 2 days). If catering is provided at the venue, the relevant cost of catering will be deducted from the daily allowance. ²

4. Travel & Accommodation:

- Once EJTN confirms the event, you will be invited to make your own arrangements for travel and accommodation. Please do not make any arrangements or incur any costs before receiving the event confirmation.

5. Post-Event Reimbursement:

- You will receive your reimbursement from EJTN within 60 days of submitting the claim.

6. Contact EJTN for Additional Questions

- For any further questions, please contact the EJTN finance department at subsequent_doc_uploads@ejtn.eu

¹ EJTN will not cover accommodation expenses where the distance from your institution of employment (office) to the venue is less than 50km.

² EJTN will not provide subsistence allowance where the distance from your institution of employment (office) to the venue is less than 50km.

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REIMBURSEMENT ELIGIBILITY REQUIREMENTS

To receive a reimbursement, you must:

- **Complete the Registration Form**
 - In advance of the event, you will receive an email from EJTN asking you to complete a registration form.
 - To receive a reimbursement, you must register your **official office address**.
 - You must also confirm that you belong to the **target audience of the training**. The target audience of the training are investigative judges, judicial advisors/associates, public prosecutors, assistant public prosecutors, and law enforcement officers managing or conducting investigative activities in economic and financial matters as their core daily tasks. They are judicial and law enforcement professionals who may encounter anti-competitive behaviour in the course of their regular duties but whose primary role does not involve competition investigations.

- **Participate for the Entire Duration of the Event**
 - You are required to take part in the activity for the entire duration of the event.
 - At the venue, you must sign the EJTN attendance sheet for each day of the event.

TRAVEL REIMBURSEMENT

Applicable Rates for Travel for events held in the CZECH REPUBLIC– PRAGUE

TABLE 1 – check the applicable rates based on your country of departure.

| Country of Departure ³ | Distance from office to venue | |
|-----------------------------------|---|--|
| | Use the Distance Calculator to calculate the distance between your office and venue. ⁴ | |
| | 50-399km | 400km+ |
| Austria | 58€ | see Table 2 to determine the exact amount. |
| Belgium | / | see Table 2 to determine the exact amount. |
| Croatia | 36€ | see Table 2 to determine the exact amount. |
| Bulgaria | / | see Table 2 to determine the exact amount. |
| Czechia | 20€ | see Table 2 to determine the exact amount. |
| Denmark | / | see Table 2 to determine the exact amount. |
| Estonia | / | see Table 2 to determine the exact amount. |
| Finland | / | see Table 2 to determine the exact amount. |
| France | 64€ | see Table 2 to determine the exact amount. |
| Germany | 65€ | see Table 2 to determine the exact amount. |
| Greece | / | see Table 2 to determine the exact amount. |
| Hungary | 26€ | see Table 2 to determine the exact amount. |
| Ireland | / | see Table 2 to determine the exact amount. |
| Italy | / | see Table 2 to determine the exact amount. |
| Lithuania | / | see Table 2 to determine the exact amount. |
| Luxembourg | / | see Table 2 to determine the exact amount. |
| Latvia | / | see Table 2 to determine the exact amount. |
| Netherlands | / | see Table 2 to determine the exact amount. |
| Poland | 20€ | see Table 2 to determine the exact amount. |

³ The country of departure is the country in which your institution of employment (“office”) is located.

⁴ Check the distance from city to city (the city in which your office is located to the city of the venue).

Use the [Land Calculator](#) or [Flight Calculator](#) depending on your mode of transport.

In line with the EU Commissions Decisions C(2021)35, you are encouraged to use land transport, either rail or car, wherever possible.

| | | |
|-----------------|-----|--|
| Portugal | / | see Table 2 to determine the exact amount. |
| Romania | 19€ | see Table 2 to determine the exact amount. |
| Slovenia | 37€ | see Table 2 to determine the exact amount. |
| Slovakia | 21€ | see Table 2 to determine the exact amount. |
| Sweden | / | see Table 2 to determine the exact amount. |

Participants will not receive a travel reimbursement for distances below 50km.

TABLE 2

| Distance Band <i>one way distance in km from office to venue</i> | Amount in EUR per return trip |
|--|--|
| 400-600 | 245 |
| 601-800 | 261 |
| 801-1200 | 276 |
| 1201-1600 | 288 |
| 1601-2000 | 369 |
| 2001-2500 | 429 |
| 2501-3500 | 541 |
| 3501-4500 | 659 |
| 4501-6000 | 796 |
| 6001-7500 | 900 |
| 7501-10000 | 1201 |
| 10001-Max | 1376 |

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