



Youth Workers Mobility Training

Young Activists for Peace promoting Non-Violent Conflict Resolution

Sievershausen near Hannover / Germany 22.07. - 29.07.2023

Age: 18+

Language: English

FINANCIAL GUIDELINES FOR PARTICIPANTS

Reimbursement of travel costs for the training

Country	Distance km	Maximum reimbursement per participant travel costs Standard	Maximum reimbursement per participant travel costs Green Travel
Country	km category	Grant /pax	Green travel
France	100-499-1999	180- 275 €	210-320 €
Italy	100-499-1999	180- 275 €	210-320 €
Greece	500 - 1999	275 €	320 €
Estonia	500 - 1999	275 €	320 €
Germany	10-99-499	23-180 €	210 €
Turkey	500 - 1999	275 €	320 €
Ukraine	500 - 1999	275 €	320 €
Finland	500 - 1999	275 €	320 €
Serbia	500 - 1999	275 €	320 €
Georgia	2000 - 2999	360 €	410 €

This is official tool to calculate the distance from your hometown to the venue:

https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

HOW TO USE THIS MONEY?

The contribution to the travel costs is calculated according to the distance between the place of origin of the participant (or the group, according the location of the sending organisation) and the venue. If it deviates very much from it, we can make an exception. The amounts are fixed according to the distance calculator and the flat rate of the ERASMUS + programme.

It is up to each participant or group to decide of their route. It is strongly recommended to travel sustainably. Please inform ICJA in any case before you book the transport about the expected cost. Costs of Taxi cannot reimbursed.

WHAT HAPPENS IF THE ACTUAL TRAVEL COSTS ARE LESS THAN THE FIXED FLAT RATE?

ICJA will only reimburse the amount according to the proofs provided.

HOW TO CLAIM REIMBURSEMENT OF THE COSTS?

Only the participants who attend the entire training course can be reimbursed. We kindly ask you to cooperate with your sending organization to arrange your journey (individually or together with other participants) in the most economical manner possible.

Payments for travel reimbursement will be done either via your sending organization (in case you live in Europe) or directly to the account of the participant. In case it is difficult to send money in your country, we will pay in cash at the training itself - in all cases we need an exact calculation of costs and hand over all receipts and documents in a hard copy to us.

Please note that the agreed participation fee will be deducted from the amount for travel reimbursement.

We will need original documents proving the expenses and the travel:

- Invoice of the travel company
- Travel tickets
- **Boarding passes**
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Please be aware that Taxi fares **cannot** be reimbursed.

Exceptional costs – Visa costs

Organisation	Number of participants	Maximum reimbursement per participant*	Maximum reimbursement for the group*
Turkey	2	100,-	200,- €

HOW TO USE THIS MONEY?

Budgets shown in the table above are foreseen to cover the costs of the visa for the participants coming from Turkey, Palestine, Azerbaijan and Russian Federation.

HOW TO CLAIM REIMBURSEMENT OF THE COSTS?

Within one month after the training organisation the participant must send a reimbursement request to ICJA claiming for reimbursement of the costs.

Support documents proving the expenses and the travel must accompany this reimbursement request:

- Invoice of the visa issued
- Translation of the documents in English or French
- Copy of the visa
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We insist on the importance to collect all the proofs and receipts, which show payments in visa procedure.

Participation fee

We try to adjust the fee to the purchasing power in the different countries:

Fee for participants from Germany, West and North - European countries: 40,-€

Fee for participants from South and East European countries: 20,-€

There might be other costs charged by your Sending Organization. We can offer exceptions for participants with fewer opportunities. **ICJA will deduct this fee from reimbursement of travel costs.**

When and how will ICJA proceed with the payment?

ICJA will reimburse each partner at the latest 6 weeks after we received the reimbursement requests, accompanied by the requested support documentation.

The reimbursement will be done via one single bank transfer to the partner organisation account.

Regulation regarding exchange rate

According to the rules of Erasmus+ all payments in other currency than Euro must be converted in Euro according the rate **of the day of the payment**. We will use the rates of

https://ec.europa.eu/info/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-infoeuro_en

Contact

For any further questions please contact Nikolaus via e-mail: youthexchange@icja.de