



Financial guidelines for participants

in Youth Workers Mobility Training of ICJA

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
Germany	10-99	28 €	56 €
Germany	99-499	211 €	285 €
North-, Central-, Eastern- and South-Europe	500-1999	309 €	417 €
Turkey	500 - 1999	309 €	417 €
Turkey	2000 - 2999	395 €	535 €
Armenia	2000 - 2999	395 €	535 €
Georgia	2000 - 2999	395 €	535 €
Palestine	2000 – 2999 - 3999	395/ 580 €	535 / 785 €

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

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. 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 be 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.

What happens if the actual travel costs are more than the fixed flat rate?

ICJA will reimburse the maximum amount indicated in the table.

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 ore directly to the account of the participant (in case you live in Europe).

We ask participants to send al proofs within three weeks after the training. We will provide a form for reimbursement to be used.

Contact

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

In case it is difficult to send money in your country, we will try to pay in cash at the training itself. We will need to communicate about this one month latest before the training!! And it is only working when you provide an exact calculation of costs and hand over all receipts and documents in a hard copy to us.

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

- Invoice of the travel company
- Travel tickets (Plane, train, bus, petrol station receipt, etc.)
- **Boarding passes for arrival and departure**
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Please give us original proofs at the training, online tickets can be sent together with fotos and scans of additional proofs to us as well

Please be aware that Taxi fares (regular Taxis – not Taxis on demand as part of German public transport) **cannot** be reimbursed.

Exceptional costs – Visa costs

Additional costs for obtaining the visa can be submitted for reimbursement: Visa fees, insurance, etc

How to claim reimbursement of the costs?

Within three weeks 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
- 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. We will provide a form for reimbursement to be used

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: 50,-€

Fee for participants from South and East European countries: 25,-€

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.

About payments

When and how will ICJA proceed with the payment?

ICJA will reimburse each partner at the latest 8 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