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[Financial Arrang. Participants Budapest 2013 2 E]

DDCP-YD/G (2013)2 E REV

**EUROPEAN YOUTH CENTRE BUDAPEST
FINANCIAL ARRANGEMENTS FOR PARTICIPANTS
IN ACTIVITIES OF THE DIRECTORATE OF DEMOCRATIC CITIZENSHIP AND
PARTICIPATION - Youth Department (DDCP-YD)**

I. GENERAL PROVISIONS

I.1 ENROLMENT FEE: Each participant must pay an enrolment fee.
The enrolment fee is as follows:

- 50 Euros for study sessions
- 40 Euros for symposia
- 60 Euros for training courses.

The Directorate of Democratic Citizenship and Participation – Youth Department of the Council of Europe (DDCP-YD) deducts this amount from the reimbursement of participant's travel expenses.

I.2 MEALS AND ACCOMMODATION: The DDCP-YD covers meals and accommodation for the duration of the activity.

I.3 INSURANCE:

I.3.1. Study Sessions: The DDCP-YD of the Council of Europe declines all responsibility for any risk that can occur to participants during their journey and during their stay at the European Youth Centre Budapest. Fully comprehensive individual or collective insurance is therefore necessary, the latter must be arranged by the youth organisation concerned at its own expense. A Social Security Convention on sickness insurance exists for the participants insured by one of the national security scheme of the member states of the European Union. Please contact your social security office for details.

I.3.2. Training courses: Specific travel-related risks are covered by a **CHARTIS** insurance policy (number **2.004.761**), which provides cover for persons up to their 75th birthday. The following help line **CHARTIS Assistance 24 Hours** can be called in case of need: **(32) 3 253 69 16**. The DDCP-YD will not reimburse insurance expenses for participants coming from countries within the Schengen zone.

II. REIMBURSEMENT OF TRAVEL EXPENSES

Travel expenses are a heavy burden on the budget of the DDCP-YD. Participants are therefore required to arrange their journeys in the most economical manner possible.

Irrespective of the means of the transport used, participants will be reimbursed on the basis of the **least expensive route** between their place of residence and the town in which the course is held. If for personal or professional reasons participants travel to the meeting from a place other than their place of residence, or return to such a place after the meeting, the refund shall be restricted to the amount of expenses they would have incurred in travelling to or from their place of residence.

Return tickets must be purchased before the start of the journey. If no return ticket can be provided, the reimbursement of ALL costs will take place after the meeting by bank transfer within 60 days of the end of the meeting. To be reimbursed, missing tickets must be submitted at the latest 2 weeks after the meeting. The DDCP-YD will only reimburse travel expenses incurred according to the rules given below. Electronic tickets will only be considered as acceptable accompanied by a proof of payment (i.e. original invoice issued by a travel agency or airline company, copy of credit card slip, copy of bank statement showing the amount spent). You must provide an original invoice, showing the amount paid and the method of payment used. An itinerary receipt given by the airline company will not suffice, unless it is supported by a proof of payment (as indicated above). In no case shall the amount reimbursed exceed the actual expenditure incurred.

The participants should be present for the entire session. Participants attending less than 80% of the total duration of the session will not be reimbursed.

II.1 SUPPORTING DOCUMENTS

You will be given a travel claim form at the beginning of the activity. Please complete it carefully and attach to it all your travel tickets - including originals of receipt and/or invoice as proof of payment. On request, the amounts payable shall be reimbursed either in Euro cash during the participant's stay in Budapest, or by bank transfer. For expenses claimed in currencies other than Euro, the conversion will be carried out on the basis of the official exchange rate of the Council of Europe on the date of settlement. For bank transfers, participants should clearly indicate the name and address of the bank, the IBAN, SWIFT code and name of the holder of the account. Please note that you have to submit your travel forms and all the necessary documents during the course.

II.2 MEANS OF TRANSPORT

1. **RAIL:** by the most direct route
 - for distances up to 700 km, 2nd class train
 - for distances beyond 700 km, 1st class train or 2nd class plus couchette.
2. **AIR:** Economy class ticket or reduced tariff
3. **CAR:** the participant will be refunded a lump sum based on a kilometric allowance. For 2013 this allowance is set at 0.25 €/km. If two or more participants share the same car the refund shall be made to the person in charge of the vehicle, with an increase of 10% for each passenger. Distances over 1600 km return shall be refunded on the basis of the Economy Class airfare from the nearest airports. Participants travelling by car do so at their own risk. The Council of Europe disclaims all liability in respect of any accident that may occur during the journey.

Local transport: the cost of the travel between home and railway station or airport is reimbursed upon presentation of the tickets (bus, train).

If the airport minibuss is used to travel from Budapest airport to the EYCB and back, only the price of the return ticket is reimbursed (not two single tickets).

Taxi fares will not be reimbursed, except in the event of arrival between 9 pm and 7 am or where no public transport is available, in which case an original receipt must be presented.

Any dispensation from these means of transport must be agreed in advance with the Council of Europe secretariat.

II.3. VISA

1. The DDCP-YD facilitates the visa procedures if the participant provides all passport details (passport number, date and place of birth, date and place of issue and expiry) at least 5 weeks before the activity. It is the responsibility of the participant to contact the embassy and follow the procedures.
2. The cost of the visa is reimbursed upon presentation of a receipt and copy of the visa in the passport.
3. If the participant has to travel to get the visa, the cost of the travel or agency fee can only be reimbursed if the participant has contacted the secretariat of the EYCB in advance and it has been approved. In any other cases the travel for the visa or the agency fee will not be reimbursed.