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[Financial Arrang. Participants Budapest. 20171E]

DDCP-YD-F(2017)1 E

**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 MEALS AND ACCOMMODATION: The Directorate of Democratic Citizenship and Participation – Youth Department (DDCP-YD) covers meals and accommodation for the duration of the activity.

I.2 ENROLMENT FEE: Each participant must pay a registration fee of one of the following amounts:

- 50 Euros for a study session or
- 40 Euros for a symposium or
- 60 Euros for a training course

The Directorate of Democratic Citizenship and Participation – Youth Department (DDCP-YD) shall deduct the relevant amount from the reimbursement of the participant's travel expenses. If the fee exceeds the travel expenses, the difference shall be paid in cash to the Youth Department Secretariat during the activity.

I.3 INSURANCE: 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. It is not necessary to take out a supplementary insurance policy and such a policy will not be reimbursed by the Council of Europe. Please note that this insurance does not replace the basic medical and social insurance scheme to which you belong in your country of origin. Travellers must therefore always first obtain reimbursement from their basic scheme and then, if necessary, claim further reimbursement from CHARTIS. Please consult the document “CHARTIS TRAVEL INSURANCE – information” for further details (Appendix I). Important: The first 38 € must be covered by the traveller and the CHARTIS insurance does not cover:

- a. any health problem that occurs during the journey as a consequence of a particular health condition that existed before the journey started;
- b. any travel made
 - i. against the advice of a qualified doctor
 - ii. as a patient with a terminal illness
- c. any journey taken with the aim to obtain
 - i. medical treatment
 - ii. medical advice abroad

I.4 VISA

I.4.1 It is the participant's responsibility to contact the consulate or embassy and follow the procedures for visa request. The DDCP-YD can facilitate the visa request 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.

I.4.2 The cost of the visa is reimbursed upon presentation of an original receipt and copy of the page in the participant's passport containing the visa and the date of its validity.

I.4.3 If the participant must travel to get the visa, the cost of the travel or agency fee can only be reimbursed if the participant has contacted the Youth Department Secretariat in advance and it has been approved. Supporting evidence must be provided (see paragraph III below). In any other cases the travel for the visa or the agency fee will not be reimbursed.

II. REIMBURSEMENT OF TRAVEL EXPENSES

II.1 Travel expenses are a heavy burden on the budget of the DDCP-YD. Participants are therefore required to arrange their journeys in the most reasonably economical manner possible.

II.2 Participants are expected to travel between their place of residence and the town in which the activity takes place and back. 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, preliminary agreement must have been obtained from the Youth Department Secretariat and conditions of reimbursement agreed before the meeting.

II.3 Return tickets must be purchased before the start of the journey. If no return ticket can be provided, the reimbursement of these expenses will take place after the meeting by bank transfer after receipt of the missing ticket(s). To be reimbursed, original missing tickets must be submitted at the latest 2 weeks after the end of the activity. The DDCP-YD will only reimburse travel expenses incurred according to the rules set out in paragraph III below. In no case shall the amount reimbursed exceed the actual expenditure incurred.

II.4 Participants should be present for the entire activity. Participants attending less than 80% of the duration of the activity will not be reimbursed.

III.1 SUPPORTING DOCUMENTS

Details of supporting evidence accepted by the Council of Europe are indicated below. Amounts payable shall be reimbursed either in Euro cash during the activity or by bank transfer after submission of the claim form and supporting documents. 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 complete the bank account details form online and submit it to the Youth Department Secretariat. Bank transfers can only be made to the participants's own or his/her organisation's bank account.

III.2 MEANS OF TRANSPORT AND DOCUMENTS REQUIRED

III.2.1 PLANE

The following supporting evidence can be accepted:

Original paper invoice or e-mail from the airline or travel agency forwarded to the following e-mail address: traveldocs.eycb@coe.int containing:

- electronic ticket showing the participant's name, the itinerary, dates and times of arrival and departure
- electronic invoice showing that the ticket has been paid or other proof of payment

Important: only the following proofs of payment can be accepted:

- Where the ticket is paid by credit card or bank transfer either the confirmation e-mail from the airline or travel agency showing the amount paid, the form of payment (credit card) and the date of the payment. If such a confirmation is not available, a bank statement that clearly shows the amount paid and the booking reference or other travel details.
- Where the ticket is paid in cash, original receipt. No copies or scanned versions will be accepted.
- Where the method of payment on the ticket shows "INV" (invoice), original invoice or electronic invoice showing that an invoice has been issued. No copies or scanned versions will be accepted.
- Where the participant's organisation requires the original invoice for accounting, a "certified copy" must be provided. The copied ticket must be the original certified copy stamped and signed by the organisation.

III.2.2 TRAIN

Only the most direct route is accepted. For distances of up to 700 km, 2nd class train travel will be reimbursed. For distances beyond 700 km, 1st class train or 2nd class plus sleeper will be reimbursed. Return tickets must be provided. Copies of tickets shall be presented showing the route and the amount paid. Where it is not possible to provide the return ticket during the meeting, it can be reimbursed by bank transfer on reception of the ticket a maximum of two weeks after the end of the activity.

III.2.3 BUS

Only the most direct route is accepted. Original return tickets showing the route and the amount paid must be provided. Where it is not possible to provide the return ticket, the reimbursement of the missing tickets will take place by bank transfer on reception of the original tickets a maximum of two weeks after the end of the activity.

III.2.4 CAR

Travel will be reimbursed on the basis of kilometric allowance (0.25€/km) where the driver is the participant driving his/her own car. 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 invited to the activity. The route shall be calculated with the on-line route planner "ViaMichelin" and the most economic option offered by this tool printed out (www.viamichelin.com). No petrol or fuel invoice is required. For one-way distances over 800km (return 1600 km) travel costs shall be reimbursed on the basis of the cheapest plane ticket. Participants travelling by car are advised to check that their car insurance covers them for work-related journeys as the CHARTIS travel insurance policy does not cover all cases for this means of transport. For further details on insurance, please refer to Appendix I

III.2.5 TAXI

Taxi fares shall not be reimbursed, except in the event of arrival between 9 pm and 7 am or where no public transport is available; in all cases an original receipt must be provided.

III.2.6 LOCAL TRANSPORT

- From the airport in Budapest

Reimbursement will be based on the cost of one return shuttle ticket (and not two singles). Original receipts must be provided. Tickets can be purchased online.

- From train or bus stations in Budapest

An original of the outward and a copy of the return tickets (bus, metro, tram) must be provided.

III.2.7 Any dispensation from these means of transport must be agreed in advance with the Youth Department Secretariat.

Appendix: CHARTIS TRAVEL INSURANCE - information