

**EUROPEAN YOUTH CENTRE STRASBOURG
FINANCIAL ARRANGEMENTS FOR PARTICIPANTS
IN ACTIVITIES OF THE DIRECTORATE OF YOUTH AND SPORT
- Youth Sector -**

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 Youth and Sport (DYS) deducts this amount from the reimbursement of participant's travel expenses.

I.2 MEALS AND ACCOMMODATION : The Directorate of Youth and Sport covers meals and accommodation for the duration of the activity.

I.3 INSURANCE:

I.3.1. Study Sessions: The Directorate of Youth and Sport and the Council of Europe decline all responsibility for any risk that can occur to participants during their journey and during their stay at the European Youth Centre Strasbourg. 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 76th birthday. The following help line **CHARTIS Assistance 24 Hours** can be called in case of need: **(32) 3 253 69 16**.

II. REIMBURSEMENT OF TRAVEL EXPENSES

Travel expenses are a heavy burden on the budget of the Directorate of Youth and Sport. 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 start their outward journey from a place further away from Strasbourg than their place of residence, or if the return journey is to a place further away from Strasbourg than their place of residence, the reimbursement of travel expenses shall be confined to the expenses that would have been incurred from the place of residence.

Return tickets must be purchased before the start of the journey. These return tickets must be with the same airline company and for the same itinerary. The Directorate of Youth and Sport will only reimburse travel expenses incurred according to the rules given below. The Directorate of Youth and Sport will not reimburse insurance expenses for participants coming from countries within the Shengen zone. Electronic tickets will only be considered as acceptable on proof of payment. You must provide an original bill,

howing 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.

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 photocopies of all your travel tickets - including originals of receipt and/or invoice as proof of payment. Reimbursement may not exceed the expenses actually incurred. On request, the amounts payable shall be reimbursed either in Euro cash during the participant's stay in Strasbourg, or by bank transfer. For expenses claimed in other currencies 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* : Apex ticket or reduced tariff of economy class**
In most of the countries the cheapest route is from the capital and the participants can take 2nd class train between the place of residence to the capital of the country. Travel on domestic airlines will only be refunded if the distance between the capital and the place of residence is more than 700km.
3. **CAR:** the participant will be refunded a lump sum based on 2nd class rail fare. 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 20% for each passenger.

If the plane ticket is cheaper than the train ticket then participants may take the plane on condition that they are able to provide proof of both fares.

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

Taxi fares will not be reimbursed, except in the event of arrival between 9 pm and 7 am, in which case an original receipt must be presented.

II.3 VISA

1. The DYS 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. Agency fee or visa service fee is not reimbursed.
3. If the participant has to travel to get the visa, the cost of the travel is not automatically reimbursed. The participant should contact the secretariat of the DYS and check if the reimbursement of the travel for the visa is possible.

* Participants who are residents of non-member states of the Council of Europe, are authorized to travel by air, using an APEX tariff. The amount to be reimbursed should be accepted by the secretariat before buying the ticket.