

**Regulations for participation and reimbursement of travel expenses
of participants in international and national events organised
by the National Agency for the Erasmus+ Programme and the European Solidarity Corps**

Events

§ 1

1. The Polish National Agency for the Erasmus+ Programme and the European Solidarity Corps (called hereafter “NA”) sends representatives of eligible organisations, institutions and informal groups to international events implemented by other National Agencies and hosts participants in international and national events organised in Poland (called hereafter “**Participant**” or “**Participants**”).
2. “**Events**” shall mean training courses, seminars, meetings, study visits, conferences and other activities taking place in Poland and outside Poland.
3. The main objective of participation in the Events is to develop competences, increase skills and enhance knowledge of the Participants useful for the implementation of high quality projects under the Erasmus+ programme and the European Solidarity Corps.
4. The costs of the Events are covered by the Erasmus+ programme and the European Solidarity Corps.
5. The current training offer can be found on the Erasmus+ Poland website, the European Solidarity Corps website and the websites supporting the implementation of the programmes.

Participants

§ 2

1. Only a person 18 years of age or older may participate in the Event, unless the specific nature of the Event allows an exception to this rule.
2. The Participant must be a representative of the organisation/institution/informal group that they have stated in their application. It is at the discretion of the NA to waive this obligation.
3. By registering for the Event, the Participant declares that they are familiar with the guidelines for the Event, in particular the description and requirements for participation.
4. In case there are special needs, the Participant is required to notify the organiser prior to the Event and to ensure that the organiser is aware of the extent and severity of these needs.
5. The responsibility for taking care of one's own needs and safety lies with the Participant.

Recruitment

§ 3

1. The application for participation shall be made via the application form of the Event in question or via another platform indicated by NA/the Organiser.
2. The qualification process for Participants is based on the data included in the application form. Applications submitted after the deadline will not be considered. In exceptional cases, such as at the request of the organisers or other special circumstances, applications submitted after the deadline may be considered
3. Recruitment priority is given to persons who have not yet participated in a similar Event in a given calendar year and to those who represent an organisation/institution/informal group with an activity profile closest to the theme of the Event. The National Agency strives to ensure that representatives of as many organisations and informal groups as possible participate in the events.
4. A person who has been qualified to participate in the Event shall, within 7 days of the date of sending the notification of their qualification, under pain of forfeiting the right to participate in the Event, confirm via return email their participation in the Event and that they have read its regulations and undertake to comply with them.
5. In the case of international events, the NA recommends selected Participants from Poland and the decision on qualification to participate in the Event is taken by the organiser.

Responsibilities of the Participant and the NA

§ 4

1. The Participant is required to comply with the regulations.
2. The Participant is required to fully cover the travel expenses from their place of residence to the venue of the Event and back, including purchasing the tickets. This rule applies to a Participant from Poland as well as from abroad, provided that it has been agreed with the NA that their travel expenses will be reimbursed by the NA.
3. The Participant is required to choose the cheapest travel option (2nd class or economy class tickets in **public transport**, such as aeroplane, train, etc.) that allows participation in the entire Event, at the dates and times specified by the organiser. In the case of tickets other than 2nd class or economy class, the Participant must demonstrate that the cost was not higher than 2nd class or economy class, with the NA reserving the right to settle travel expenses at a lower amount (i.e. reimbursement of a lower amount than actually incurred for travel expenses).
4. As part of the reservation, it is possible to be reimbursed for 1 piece of checked baggage, in accordance with the carrier's weight limit.
5. The NA encourages Participants in the Events to travel using environmentally friendly means of transport, e.g. train.
6. In the case of cancellation of participation in the Event, the Participant shall inform the NA and the organiser immediately.
7. The Participant is required to arrange their own insurance for the duration of their travel and stay abroad. Insurance costs are not reimbursed by the NA.
8. The Participant is required to complete an event report in the form of an evaluation questionnaire after the Event.

9. The NA undertakes to reimburse the Participant's travel expenses up to the amount and on the terms set out in § 5.
10. In the case of inability to participate in the event, the participant shall immediately inform the NA and the organiser of this fact.
11. it is not possible to nominate another person from the same organisation to replace a previously accepted person. In the case of withdrawal from participation in the event, persons from the reserve list shall be given priority in receiving invitations to participate in the event.

Costs of participation in the Event

§ 5

1. The costs of board and lodging of the Participant during the Event shall be covered by the organisers, unless the guidelines in a particular case state otherwise.
2. Travel expenses and the costs of any additional overnight accommodation¹ shall be reimbursed to the Participants (in one currency of choice: EUR or PLN) by the NA up to:
 - a. **PLN 3,500.00** or **EUR 750.00** in the case of international travel,
 - b. **600,00 PLN** in the case of domestic travel
 - a. Actual other costs incurred (e.g. visa), approved by the NA (if applicable).
3. In the case of exceptionally high travel costs that significantly exceed the limits specified in paragraph 2, any reimbursement must be consulted with the National Agency prior to the event
4. Accommodation costs are settled up to the maximum amount per night specified in the Regulation of the Minister of Labour and Social Policy of 29 January 2013, Journal of Laws of 2013, item 167.

Reimbursement of travel expenses

§ 6

1. Travel expenses shall be reimbursed provided that the participant attends the entire Event and that the travel takes place on the dates of the Event. In the absence of suitable transport connections, it is permissible to commence travel no earlier than 1 day before the start date of the Event or to return no later than 1 day after its end, after obtaining the approval of a TCA/NET employee by email.
2. In justified cases, it is permissible to deviate from the rule specified in paragraph 1, after individual consultation with a TCA/NET employee. Expenses exceeding the limit specified in the Regulations require the approval of the Director of the TCA/NET Office in each case. Any requests shall be sent by email to the NA no later than 14 days before the Event, unless the

¹ The Participant may request two additional nights of accommodation **only** in cases related to a lack of and/or a restricted transport network making it impossible to participate in the entire Event. An additional overnight stay may take place no more than one day before or one day after the Event. In order to be eligible for reimbursement of the cost of the additional overnight accommodation, the NA must be informed prior to departure for the Event.

information about eligibility for the event was provided later than 14 days before the start of the Event.

3. In the case of travel using environmentally friendly means of transport, the NA allows, in justified cases, the start of the journey 3 days before the date of the event and the reimbursement of additional accommodation costs. The option of additional accommodation in the case of green travel requires the approval of a TCA/NET employee prior to the event.
4. Taxi fares may be reimbursed only in justified cases (e.g. night-time travel and no other form of transport available)
5. Travel expenses that are not directly related to travelling to the venue of the Event and returning to the place of residence shall not be reimbursed.
6. In the case that the Participant is absent from the Event, reimbursement of travel expenses already incurred shall only be made in the event of “force majeure”. Notifying the NA in advance of the Participant's withdrawal from the Event shall not result in an obligation to reimburse costs.
7. Reimbursement shall be made on the basis of the “Application for reimbursement of travel expenses” submitted by the Participant with the following attachments:
 - a. the original tickets (in the case of e-tickets: a screenshot or a printout from the system/application/e-mail in which they were issued) containing the following details: full name of the Participant, dates of travel, itinerary and ticket price; if these details are missing on the ticket, a receipt/invoice/transaction confirmation issued in the name of the Participant or, if applicable, in the name of the organisation they represent, must be enclosed;
 - b. a receipt/invoice issued in the name of the Participant or, if applicable, in the name of the organisation they represent, confirming that the Participant has incurred the visa costs (if applicable);
 - c. receipts/invoices evidencing the costs incurred for which the TCA/NET employee's approval was obtained.
 - d. if a bank statement confirming the amount of costs actually incurred in PLN is attached to the application, this amount will be considered for settlement.
8. Applications for reimbursement must be signed by the applicant: with a handwritten signature – in which case a paper version shall be sent to FRSE (it cannot be a scan of this document sent by email), with a qualified electronic signature or with a trusted profile – in which case an electronic version of the document shall be sent to FRSE. In the case of documents sent electronically, the NA only accepts files in PDF format.
9. The application must be sent electronically to the following e-mail address: efaktura@frse.org.pl, or the original paper version with attachments must be sent to the NA **via postal mail** to the following address: Fundacja Rozwoju Systemu Edukacji, Al. Jerozolimskie 142 A, 02-305 Warsaw (with annotation “TCA” or “NET”), **within 3 weeks after the end of the Event**, under pain of losing the right to reimbursement.
10. Reimbursement shall be made within **45 days** from the date of receipt by the NA of the “Application for reimbursement of travel expenses” and a set of correct documents required for the settlement of expenses.
11. Reimbursement of costs shall be made in the currency selected by the participant and **converted by the NA** in accordance with the exchange rates of the National Bank of Poland on

the day before the document is received by the NA. When completing the travel expenses reimbursement form, the currency shown on the tickets or reservation must be indicated. The amounts must not be converted independently.

12. In the case of any discrepancy or invalidity in the application or the attached documents, the NA has the right to request the Participant by e-mail to provide supplementary information as a matter of urgency. The 45-day time limit for reimbursement shall be suspended from the date of the request for supplementary information until the date on which the Participant submits the required supplementary information.
13. The NA will make two attempts to request the completion of the missing documentation. Failure to respond within seven calendar days will be tantamount to waiving the right to a travel expenses reimbursement.
14. It is acceptable to submit documents in English.

Support for inclusion

§ 7

1. In justified cases, the NA may provide participants with “inclusion support”. This applies in particular to persons with disabilities and other persons in situations requiring special accommodations.
2. In order to determine the scope of possible support, please contact the National Agency directly. Each case is considered individually, in accordance with the principles of equal treatment.

Final provisions

§ 8

1. These Regulations are available on the Erasmus+ website: <https://erasmusplus.org.pl/tca> and on the ECS website: <https://eks.org.pl>
2. The NA reserves the right to amend these Regulations without stating reasons. The current and valid version of these Regulations can be found under the links listed above.