

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 European Solidarity Corps (called hereafter "**NA**") sends representatives of eligible organisations/institutions to international events abroad 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 the 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 that they have stated in their application. It is at the discretion of the NA to waive this obligation.
3. Persons representing informal groups must indicate the organisation with which they are working, unless the specific nature of the Event allows an exception to this rule.
4. 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.
5. 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.
6. 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.
2. The qualification process for Participants is based on the data included in the application form. Applications submitted after the deadline shall not be eligible for qualification.
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 with an activity profile closest to the theme of the Event.
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. The NA encourages Participants in the Events to use "green" means of transport, e.g. train, if possible, and provided the sanitary and epidemiological situation allows it, to travel by shared transport.
5. In the case of cancellation of participation in the Event, the Participant shall inform the NA and the organiser immediately.
6. The Participant is required to arrange their own insurance for the duration of their travel and stay abroad.
7. The Participant is required to complete an evaluation questionnaire (available online) after the Event.
8. The NA undertakes to reimburse the Participant's travel expenses up to the amount and on the terms set out in § 5.

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 cost of 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,
 - c. Actual other costs incurred (e.g. visa), approved by the NA (if applicable).

Reimbursement of travel expenses

§ 6

1. Travel expenses shall be reimbursed under the condition of participation in the entire Event. Consequently, travel should take place on dates that make this possible, i.e. departure at the earliest one day before the start date or return at the latest one day after the end date. In justified cases, an exception to this rule is allowed, subject to the approval of the NA.
2. Taxi, private car and extra accommodation costs shall **not be reimbursed**, except in justified cases. Recognition of such costs requires in each case an individual approval by the NA, which must be obtained by the Participant prior to the commencement of the Event², or after the Event only in cases of "force majeure"³
3. 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.
4. 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 cancellation of participation in the Event does not result in an obligation to reimburse the NA for costs already incurred.

¹ The Participant may request an additional overnight accommodation **only** in cases related to a lack of and/or a restricted transport network making it impossible to participate in the entire Event. The additional overnight accommodation must take place a maximum of 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.

² In the case of domestic travel by private car (with prior consent of the National Agency) – travel expenses shall be reimbursed up to the amount equivalent to the fare for 1st class single tickets for TLK and IC trains according to the current price list of the Polish State Railways (PKP) for the distance travelled one way (current price list of the Polish State Railways) and for the return journey. If several persons travel in one car, only one Participant/Expert shall be entitled to reimbursement. The regulations do not allow for the possibility of accounting for travel by private car on the basis of the mileage allowance.

³ "Force majeure" – any unforeseeable, exceptional situation or event beyond the control of the parties and which prevents either party from fulfilling any of its contractual obligations, which has not occurred as a result of error or negligence on their part or on the part of subcontractors, affiliates or third parties receiving financial support and which could not have been avoided despite the exercise of due diligence.

5. The decision to reimburse travel expenses in the cases described in point 4 is taken on a case-by-case basis by the NA, taking into account the documents submitted by the Participant.
6. Reimbursement shall be made on the basis of the "Application for reimbursement of travel expenses" (in the form described in point 7) 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 in the name of the Participant or, if applicable, the organisation they represent must be enclosed;
 - b. a receipt/invoice issued in the name of the Participant or, if applicable, 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 NA's approval was obtained.
7. 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 signature or with a trusted profile – in which case an electronic version of the document shall be sent to FRSE.
8. The application (original paper version) with the 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 "European Solidarity Corps NET"), **within 3 weeks after the end of the Event**, under pain of losing the right to reimbursement.
9. 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.
10. 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.
11. It is acceptable to submit documents in English.

Final provisions

§ 7

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.