



## FINANCIAL CONDITIONS

**This document includes all the important info concerning Financial Conditions, Travel Reimbursement Limits and Reimbursement rules.**

**We highly encourage you to cross-check all the information needed before nominating delegates.**

### **Member Organizations (MO):**

*If you're coming as the 1st Delegate:*

CDN will cover all of your costs (travel, accommodation, meals and PCR tests (if required)) during the GA and Conference.

*If you're coming as a 2nd Delegate:*

CDN will cover all of your accommodation and meals costs during the GA and Conference. Travel costs and PCR tests (if required) of the second delegates will be 50% covered.

According to CDN IRP's second delegates of Member Organizations have to pay a participation fee of 10 EUR, unless delegates are younger than 25.

*Note: For travel costs, mind Travel Reimbursement Limits (table below).*

### **Partner Organizations (PO):**

*If you're coming as a 1st Delegate:*

CDN will cover all of your accommodation and meals costs during the GA and Conference.

Travel costs and PCR tests (if required) will be 50% covered in case the organisation is not able to fully cover the costs (for this matter, it is expected of PO to get in touch with [office@cdnee.org](mailto:office@cdnee.org)).

*Note: For travel costs, mind Travel Reimbursement Limits (table below).*



*If you're coming as a 2nd Delegate:*

CDN will not be able to cover any costs.

According to CDN IRP's second delegates of Partner Organizations have to pay a participation fee of 10 EUR, unless delegates are younger than 25.

**Observer Organizations (OO):**

*If you're coming as an OO Delegate:*

CDN will not be able to cover any costs of Observer Organizations' delegates. There is no participation fee for Observer Organization delegates.

**Working Group members:**

*For WG members that are coming to the WG meeting:*

CDN will cover all of your costs (travel, accommodation, meals and PCR tests (if required)) during the WG meeting, GA and Conference.

*Note: For travel costs, mind Travel Reimbursement Limits (table below).*

*Other WG members are welcomed to come as guests (see guests).*

**EC Candidates:**

CDN will cover all of your costs (travel, accommodation, meals and PCR tests (if required)) during the GA and Conference.

*Note: For travel costs, mind Travel Reimbursement Limits (table below).*

**Organization Candidate Representative:**

CDN will not be able to cover any costs of Organization Candidate Representative(s).



**Presidency Members:**

CDN will cover all of your costs (travel, accommodation, meals and PCR tests (if required)) during the GA and Conference.

*Note: For travel costs, mind Travel Reimbursement Limits (table below).*

**Local Prep Team:**

CDN will cover all of your accommodation and meals costs during the GA and Conference.

**Guests:**

CDN will not be able to cover any costs of the guests of the General Assembly.

The participation fee for the guests is 25 EUR and is to be paid via bank transfer prior to or in cash during the GA.

CDN can arrange food and accommodation for guests together with the delegates for 35 EUR per person per day. Guests are expected to get in touch with [office@cdnee.org](mailto:office@cdnee.org) by 19th February 2022 in order to ensure this offer. After this date, we cannot guarantee the availability of this option.

## Travel Reimbursement Limits

*Note: Applies for attendees for whom CDN will cover travel costs fully or partially.*

Following are the maximum amounts (in EUR) that we can reimburse for traveling\* to Tbilisi.

<b>Serbia</b>	<b>160</b>
<b>Croatia</b>	<b>150</b>
<b>Bosnia</b>	<b>170</b>



<b>North Macedonia</b>	<b>190</b>
<b>Albania</b>	<b>180</b>
<b>Turkey</b>	<b>110</b>
<b>Azerbaijan</b>	<b>150</b>
<b>Armenia</b>	<b>120</b>
<b>Ukraine</b>	<b>150</b>
<b>Moldova</b>	<b>250</b>
<b>Russia</b>	<b>250</b>
<b>Belarus</b>	<b>150</b>
<b>Latvia</b>	<b>210</b>
<b>Poland</b>	<b>250</b>

*\*Note that these limits include travel tickets only, not PCR tests.*

If your most viable travel option is exceeding the limit set for the country you're traveling from, please write to [office.assistant@cdnee.org](mailto:office.assistant@cdnee.org), and we'll find a common solution.

## Other information about travel and financial conditions

We encourage **traveling by land whenever possible**, for reducing CO2 emissions. Since it is a long way to Tbilisi for some of you, flying might be the only option. However, we ask you to organise your travel in the **most economic way**. Only **2nd/economy class** reservations will be reimbursed. This also applies to train reservations.

As a principle, we only cover travel expenses from your **place of residence to Tbilisi and back**. In case you need to travel from or to somewhere else, please contact [office.assistant@cdnee.org](mailto:office.assistant@cdnee.org) with a justification of the circumstances, after which we will let you know what to do.



## Reimbursement rules

In order for us to proceed with your reimbursement, **we need to receive all original proofs (tickets, bills, invoices, boarding passes, reservations and other proofs of payments) for the expenses that you are claiming.** A cost that doesn't have its original proof, unfortunately, is a cost that never happened and will not get reimbursed!

Examples:

- **Train/bus/ferry** tickets and reservations, clearly stating the price of the ticket/reservation. This includes local transport, for example a ticket for the bus from an airport to the city centre.
- Invoices of **flight** bookings (if bought online, it is usually an e-mail which states the total price of the flight) and all boarding passes. In case you do the online check in through a mobile application, please make sure to make a printscreen of the boarding pass, as they have a tendency to disappear. The flights should also have the proof of payment attached. In case you bought it through a bank transfer or credit card, it would be a statement from your bank system and if you paid in cash, you should always demand a paper bill.

**Please note that in order to receive your reimbursement you must attend at least 85% of the program.**

## Reimbursement form

You will get via email the **Reimbursement Form**. Please read and fill in the reimbursement form very carefully.

1. First you enter your Name, Surname, Country and Organization.
2. Then you start filling in your travel expenses. Your flight, your local transportation to the airport, your local transportation from the airport to the city etc. Please enter each transportation separately.

**IMPORTANT: Please note that Taxi receipts won't be reimbursed, except in cases when public transportation is not available and upon prior confirmation from [office.assistant@cdnee.org](mailto:office.assistant@cdnee.org).**

**Due to the current situation with Covid-19, CDN covers the expenses of PCR tests (in case required\*) so please keep these receipts as proof of payment and include the test in the reimbursement form.**



It is the obligation of the participant to self-isolate before the event and ensures the safety and health of other participants and themselves. All participants are requested to research the PCR test-related regulations in their countries, for traveling to [Tbilisi](#) and for traveling back.

If you need a PCR test after arriving back in your country of residence, make sure to schedule the appointment and pay for the test before traveling to Tbilisi, so that we can reimburse you at the event.

In the reimbursement form, once you enter the Total Price and Currency Rate, Excel will do the calculation for you. For the exchange rate, you should use [this website](#). It is very important not to touch the formulas - Excel will automatically count the amount.

When you are done with filling out the reimbursement form, then start drafting an e-mail to [office.assistant@cdnee.org](mailto:office.assistant@cdnee.org) and [project.assistant@cdnee.org](mailto:project.assistant@cdnee.org) with the Subject: **[YOUR NAME] REIMBURSEMENT**.

In the e-mail, attach the reimbursement form and all the online invoices, boarding passes, tickets, visa costs etc. you have.

During the Activity, you will be asked to put all the original proofs (boarding passes, invoices, receipts, tickets) in an envelope and submit it to CDN Secretariat.

Since you will be reimbursed in cash and on the spot, **it is of utmost importance that you try to book all your tickets in advance**. Tickets that you need for the way back will be copied and given back to you before your travel. Tickets for the way back that are not purchased before the meeting and/or not presented on-the-spot, cannot be taken into the calculation at that point.

**IMPORTANT: We still need all the original tickets!**

Therefore you are required to send tickets that you used for the way back (such as boarding passes) to our office **until 28.03.2022. latest** (posting address: Ivana Vojnov, CDNEE, Bar Green House, Dr Dragoslava Popovica 24, 11000 Belgrade, Serbia). Upon receiving the cash reimbursement you will need to sign the form attached, stating that you have received the cash reimbursement and will send the missing documentation by 28.03.2022.

Green regards,  
CDN Secretariat