

MEETING OF JUDGES

ARRANGEMENTS FOR PAYMENT OF EXPENSES

On the occasion of the judges' meeting, the Court of Justice of the European Union will meet the travel and subsistence expenses of the participants on the following conditions:

A. Travel expenses

- **Travel by aeroplane, train or car**
 - Travel expenses will be reimbursed for journeys made by train (in first class) or by aeroplane (in economy class). The Court will not meet the cost of an air fare in business class. Participants should, as soon as possible, make their reservations and purchase their train or aeroplane tickets.
 - The Court will reimburse travel expenses as soon as possible after the meeting on the basis of the original tickets and **of the shortest and most economical route between the place to which the invitation was sent and Luxembourg**.
 - Participants' attention is drawn to the fact that, in accordance with the Court's administrative rules, **original travel documents** (aeroplane tickets and boarding cards or train tickets) must be sent to the appropriate department at the Court before travel expenses can be reimbursed. Loss of the original tickets is at the risk of the participant.
 - **Travel agency fees, reservation fees and bank charges** will be met by the Court; however, cancellation and baggage **insurance charges will not be met**.
 - If the participant chooses to **travel by car**, the Court will make a lump-sum reimbursement on the basis of the official fares of Luxembourg Railways for first class travel excluding any supplement. If the journey is

made **partly by car**, the Court will reimburse the cost of that journey if written confirmation of the price of a first-class ticket from the railway company of the country concerned is provided.

- **Other travel**

- Participants' transport to and from Luxembourg airport or Luxembourg railway station and the hotel on arrival and departure will not be either arranged or reimbursed by the Court.
- The Court will not reimburse **taxi fares** either at the place of origin or in Luxembourg, except in the case of persons with reduced mobility.
- **Parking fees** will not be reimbursed under any circumstances.
- There will be a coach to transport participants to the reception on Sunday evening.
- There is approximately a 10 minute walk between the hotel and the 'Palais', however there will also be transport available at the beginning and end of the day's programme.

B. Accommodation expenses

- The Court will make **hotel reservations** and meet the cost of **a single room with breakfast** for **two nights** (from Sunday evening to Tuesday morning). Participants will receive details of the hotel reservations made by the Court during the two weeks after closure of registration.
- **Other expenses**, such as mini-bar, telephone, breakfast supplements, dinner, lunch, portorage of luggage to the room, etc. and any costs of an extension to the stay are to be met by the participant. To meet those potential expenses, **an individual guarantee (imprint of your credit card or deposit of a sum of money)** may be requested by the hotel at the time of registration.

Please note that:

- Due to administrative constraints, reimbursement to participants can be made solely by **bank transfer**. Therefore, in order that the transfer of any sum due to you may be made efficiently, it is essential that you send to us by post, **after the event**, the application for reimbursement of travel expenses – which will be provided to you on your arrival at the Court – attaching thereto **original travel documents** (aeroplane tickets and boarding cards or train tickets) and a copy of an **official document from your bank** (letter, statement of bank details, etc.) which states your surname, first name (or, as appropriate, the name of the institution which advanced payment for the travel costs), address **and the IBAN and BIC/SWIFT codes** of the bank account. It is the responsibility of the participant to provide those documents to the appropriate department of the Court.

- Reimbursement of expenses is made provided that you have **actually attended** the event. It is therefore strongly suggested that you purchase refundable tickets.
- **Only those persons invited by the Court** may benefit from reimbursement of their travel and accommodation expenses. Expenses incurred by **any person accompanying them** will not be met by the Court.
- All reimbursements are made on the basis of **original supporting documents**.

Additional information may be obtained from the Directorate for Protocol and Visits of the Court of Justice:

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