

Jeunesse Étudiante  
Catholique Internationale

Coordination Européenne

Mouvement International  
des Étudiants Catholiques



International Young  
Catholic Students

European Coordination

International Movement  
of Catholic Students

# Guidelines for Travel Reimbursements

(Edition February 2026)

JECI MIEC European Coordination follows the travel reimbursement guidelines as applied by the Council of Europe.

### 1. General Rules:

- Travel costs will be reimbursed only if you attend the entire programme.
- You must use the most economical means of transport available (e.g., economy class, second class). First class trips are not reimbursed.
- You must keep and submit all original travel documents and proofs of payment.
- Travel reimbursements follow fixed price limits depending on the one-way distance (as the crow flies) between the participant's residence and the meeting place.

### 2. Maximum Amounts of Reimbursement

Maximum amounts of reimbursements for both ways travels are set according to the following table:

Travel distances	Maximum Reimbursement
Between 0 and 99km	40.00 €
Between 100 and 300 km	60.00 €
Between 301 and 600 km	170.00 €
Between 601 and 1200 km	290.00 €
Between 1201 and 1800 km	370.00 €
Between 1801 and 2500 km	410.00 €
Between 2501 and 4200 km	580.00 €
Between 4201 and 5400 km	620.00 €
Between 5401 and 6600 km	700.00 €
Between 6601 and 7800 km	830.00 €
Between 7801 and 9000 km	1,040.00 €
9000 km and more	1,530.00 €

If additional funding is available, these amounts are allowed to be exceeded if prior discussed with the corresponding prep team.

As decided in the orientation guidelines for the years 2025 - 2028, JECI-MIEC puts emphasis on sustainability, thus supporting eco-friendly means of transportation (train, bus, car-sharing). If

neither plane nor boat nor personal car was used during the whole journey, the maximum amount to be reimbursed is increased by 10%.

### **3. Documents Required for Reimbursement**

- Original travel tickets (train, plane, bus, etc.) → Must show your name, travel dates, and price.
- Invoices and/or receipts → Must confirm the amount paid.
- All documents must be sent at least 24h before the start of the event.
- Additional documents might be requested during the event if needed.
- Requirements during the event: You will be asked to fill in a reimbursement form and sign the official participant list. These are compulsory for the travel reimbursement to be validated.

### **4. Conditions**

No reimbursement will be made if:

- You leave the event early or arrive late without prior agreement.
- You do not provide the required documents.
- Your travel costs are considered unreasonable or not in line with JECI-MIEC rules.
- Only actual expenses will be reimbursed. If your ticket was free or covered by another source, it cannot be reimbursed again.

### **5. Submission Process**

You must purchase and send all major (i.e. international long-distance travel) tickets for both the trip to and from the venue by email or in person to the organisers 24h before the begin of the activity. Tickets for local transportation can be sent within 24h after purchase.

- If additional documentation is needed, these documents must be sent within a reasonable duration decided by the prep team.
- Tickets and proof of payment should be kept for at least 12 months after the end of the activity and sent if required.
- Reimbursements will be processed via bank transfer.
- Please ensure you provide your correct bank details (IBAN & BIC/SWIFT).

### **6. Important Notes**

- If you plan to arrive late or leave early, you must inform the team in advance by email, even if you already talked to someone from the European Team or Prep Team. You must receive explicit confirmation by email from the organisers that your travel will still be reimbursed.
- Make sure your name appears on all tickets and receipts.
- We recommend scanning or photographing all documents for your records.