Travel arrangements and reimbursement of costs:

Lawyers participating in the study visits will need to book their travels and hotels themselves. After the study visit and after submitting all the necessary relevant information to the CCBE, all participants will be reimbursed for their travel costs (based on the length of the distance between their place of employment and Brussels, as per the EU rules) and will receive a fixed daily allowance for their accommodation and subsistence costs.

The amount of travel costs will be communicated to the selected lawyers, since the amounts vary considerably in big Member States, but the table with the amounts based on distance is provided below for your information. Lawyers participating in the visit will have accommodation covered for a maximum of 2 nights (137 EUR/night, i.e. up to 274 EUR) plus a maximum of 3 days of subsistence allowances at 102 EUR/day (a maximum of 306 EUR).  The exception is Belgium, as its participant will not receive any amount for accommodation and the subsistence allowance is 50 EUR/day per 3 days (i.e. a total of 150 EUR).

The CCBE will initially reimburse all the costs to all participants (those co-funded by the CCBE and those co-funded by the relevant national Bars). Afterwards, the CCBE Secretariat will contact the relevant national Bars to request them to reimburse the CCBE the costs of the additional participants i.e. the co-funded part – 10% - accepted by the national Bar, represented by those marked in red in the table above.

The EU’s table of fixed travel costs is below:

