



General Assembly 2024

Financial Conditions and Reimbursement Guide

This document outlines the financial conditions and reimbursements for participating in General Assembly 2024. It concerns all attendees. Please make sure to read it carefully.

Please, make sure that you are **REGISTERED** to take part in the General Assembly - [HERE](#)

Since it is our desire to support young people and enable everyone's participation as much as we can, in case you cannot comply with these conditions please do not hesitate to write to us at ivana.vojnov@cdnee.org and we will try to find a common solution.

1. Reimbursement of Travel Costs and Participation Fee

To be able to financially support the event, CDN asks attendees to contribute by paying a participation - **Base fee**. Furthermore, a **solidarity fee** is established for those who can offer a bit more in support of others, should they have the means. This **enables us to offer the basic fee and even consider exceptions for reduced fee** in case the participation fee is an obstacle for some attendees. The invoice for the participation fee will be sent after online registration is completed and payment details will be communicated together with the invoice.

MO – Member Organisation OO – Observer Organisation	Travel Costs Covered by CDN	Basic Participation Fee	Solidarity Participation Fee
Member Organisation 1st Delegate	Yes	0€	0€
Member Organisation 2nd Delegate	Yes	25€	50€
Executive Committee Candidates	Yes	0€	0€

Office, outgoing Executive Committee, and Presidency	Yes	0€	0€
Candidate Organisation, Observer Organisation, Guests (other representatives of MO/OO, Working Groups/Action Teams, FYEG, etc) - with accommodation and meals	No	160€	200€
Candidate Organisation, Observer Organisation, Guests (other representatives of MO/OO, Working Groups/Action Teams, FYEG, etc) – meals only	No	60€	100€

The participation fee is to be paid prior to the event. Upon registration, you will be contacted via email with instructions to pay your participation fee.

In case the attendee has trouble paying Base fee they can request lowering or exception from the fee. Candidate Organisations may also request financial support. Any such request should be sent to nijat@cdnee.org (keeping office@cdnee.org in cc) before the 13th of March.

2. Travel Reimbursement Limits

Travel costs will only be reimbursed within the reimbursement limit, unless otherwise agreed with CDN team in writing prior to booking the travels. The travel limits stated in the table below are based on the country of current residence and not nationality.

The amounts indicate the total limit for reimbursement in EUR for a round trip to the event and back, including local transport to and from accommodation, and excluding meals and visa costs.

If you find tickets within the reimbursement limit, feel free to proceed with booking your tickets.

If you're having trouble finding the ticket within the limit, cannot cover the difference yourself, or

the country you are travelling from is not on the list, please write to ivana.vojnov@cdnee.org.
Travels should be booked as soon as possible.

The deadline for booking tickets is 45 days prior to the GA – 13th of March. After the deadline, CDN holds the right not to reimburse travel expenses.

The limit is decided case-by-case and is based on the distance as well as the availability of direct and cheap flights/connections:

Country of Departure	Air	Land	Combined
Albania	230	300	200
Croatia	280	200	300
Georgia	400	/	/
Latvia	/	50	/
Montenegro	300	260	300
North Macedonia	260	280	300
Poland	/	50	/
Serbia	240	210	290
Turkey	320	/	/
Ukraine	/	150	/
Moldova	380	310	390
Bosnia and Herzegovina	/	240	300
Azerbaijan	450	/	/

We ask you to organise your travel in the most economic and sustainable way. **We encourage travelling by land whenever possible and it's the only option if the journey takes less than 15 hours** (IRPs §9.1), for reducing carbon footprint. In addition, 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 Vilnius and back. In exceptional circumstances when the attendees need to travel someplace else and not return to their place of residence, the tickets can be purchased - only with prior approval from CDN Office.

2. VISA

CDN stands for freedom of movement. Therefore, we will be covering 100% of visa costs on top of travel expenses. **All participants who need a visa for Lithuania should contact us at ivana.vojnov@cdnee.org as soon as possible and at the latest on 13th of March.** Visa procedures might last several weeks to months.

Please note that we will only reimburse insurance costs if they are explicitly required by the embassy for visa issuance (this requirement must be proved by embassy documentation). You will need to provide supporting documentation of the incurred expenses for reimbursement (will be communicated through Office).

3. Meals

In case the attendees travel amounts to more than 7 hours food will be reimbursed up to 10 EUR, and if travel lasts for more than 15 hours - 20 EUR, on top of travel expenses. This does not apply if food is included in the travel ticket.

Note: Only vegetarian/vegan food will be reimbursed.

Reimbursement Guide

In order for us to proceed with your reimbursement, we need to receive all original proofs (tickets, bills, bank slips, 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 will not be reimbursed.

As mentioned, reimbursement will only be done within the travel reimbursement limit (excluding meals, visa, and other travel related costs) stated above, unless otherwise agreed with CDN office in writing prior to the event.

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

The following documentation or proof must be provided to be reimbursed:

Flights	<ul style="list-style-type: none">• Email Confirmation including participant's name, itinerary/ticket, and price (if price is not visible, provide a bank statement, credit card statement or receipt for the payment)• Invoice• Boarding Passes for each flight, including return (digital or paper ones) <p><u>If you have paper boarding passes (not electronic), the original needs to be sent via post. If you get digital boarding passes make sure to take a screenshot before they get deleted.</u></p>
Bus, Train, Taxi	<ul style="list-style-type: none">• Ticket including your name, itinerary, and price (if the price is not visible, provide a receipt for the ticket) <p><u>Bank statements or payment receipts alone are insufficient. We need the actual purchase ticket and the invoice (if provided) with detailed information for reimbursement.</u></p>
For car or car-share	<p>If a private car is used, 0,20€ per km will be reimbursed by CDN.</p> <ul style="list-style-type: none">• Bill for gas and/or toll (with the detail of the purchase visible)• Itinerary showing the number of kilometres printed from websites like ViaMichellin or GoogleMaps. <p><u>In case you travel by car, please get in touch with ivana.vojnov@cdnee.org in advance to make sure the expenses can be covered.</u></p>

Meals	<ul style="list-style-type: none"> • Bill (indicating what has been purchased, price, date) <p><u>Bank statements or payment receipts alone are not sufficient.</u></p>
Other Expenses	<ul style="list-style-type: none"> • Booking Confirmation (with visible name, price) or related receipts/bills. <p><u>Price and item purchased must be visible.</u></p>

IMPORTANT: Please note that Taxi receipts will not be reimbursed, except in cases when public transportation is not available and upon prior confirmation from ivana.vojnov@cdnee.org.

All reimbursements will be done via bank transfer after the event, only once you have provided us with all the required documentation.

In case you need reimbursement to be done faster or you have difficulties advancing the funds to pay for travel expenses, please send an email to ivana.vojnov@cdnee.org as soon as possible.

The **DEADLINE** for submitting the reimbursement claim and sending supporting documents by post is two weeks after the event – **the 13th of May**.

With the necessary documents, reimbursements will be processed within approx. 45 days, and two months after the event at the latest.

Reimbursement Form

Below you can find a short guide on how to fill in the Reimbursement form:

1. Start by filling out your Personal and Bank details

Make sure that you double-check bank details.

Bank account has to be **multi-currency account**, meaning that you can accept EUR payments, and have IBAN and SWIFT.

2. Then you start filling in your Travel expenses and Other (if applicable)

Your flight, bus or train ride, your local transportation from home to the airport, local transportation from the airport to the city etc.

In Other you fill out expenses such as Visa costs, insurance, or meals.

Please enter each transportation separately (**one line per payment/invoice**, no sum).

3. General Rules

Make sure that you fill in the **exact prices** and not circle the numbers.

Numbers need to match invoice/bank statements.

In the reimbursement form, once you enter the Total Price, Name of the Currency and Currency Rate, Excel will do the calculation for you. For the **exchange rate**, you can reach them from [HERE](#).

It is also very important **not to touch the formulas**. Excel will automatically count the amount.

Save the reimbursement form in **excel format**.

4. Uploading Documents

When you are done with filling out the reimbursement form and collected all documents, please proceed to this link and upload Reimbursement form (in EXCEL format) together with all required documents: <https://forms.office.com/e/2yzqz51Nep>

Deadline for uploading documents is 13th of May.

With this, the online part is done.

We need to receive all **ORIGINAL** proofs (digital or paper ones) for the expenses that you are claiming – copies/scans/pictures are not sufficient.

All paper proofs must be sent via post after the event. Make sure to **TAKE PICTURES** and **upload with other documents** before sending as the post sometimes gets lost on its way.

Posting address:

Ivana Vojnov CDNEE
GA24
Dalmatinska 92/1
11120 Belgrade
Serbia

For any additional questions regarding the reimbursement procedure, don't hesitate to reach out to ivana.vojnov@cdnee.org.