



## Reimbursement and legal notices

### 1. For travel costs statement

- **All costs have to be proved with relevant document in original**
- To facilitate (and make faster) the processing of your claim, put the number on each relevant document
- Send your travel costs refund claim, **two weeks after the meeting the latest**

### 2. Which costs are covered by Interkulturelles-Netzwerk?

- Call for participants made by Interkulturelles-Netzwerk is always accompanied by the conditions of the reimbursement.
- **Reference amount : calculation according to the lump sums (calculation form is available on the OFAJ webpage (FGYO-French-German Youth Organisation)).**
- If you travel by car:
  - o Use the distance calculator available on [www.ofaj.org](http://www.ofaj.org).
  - o You will be reimbursed by lump sum of 0,12€ per kilometer, which covers fuel and highway costs. As a result fuel and highway costs will not be reimbursed above those limits.
- If you travel by carpooling:
  - o Use the distance calculator available on [www.ofaj.org](http://www.ofaj.org).
  - o If you travel by your own mean of transport the lump sum is 0,12 €/km + 0,02 €/km/additional passenger, which covers fuel and highway costs. As a result fuel and highway costs will not be reimbursed above those limits.
  - o If you use carpooling webpage (Blablacar etc.), you will have to present documents as: proof of payment+document confirming your name and road. The cost of the carpooling transport should be lower or equal to the lump sum as if you would have used other mean of transport.
- **Attention !**  
For the travels by car between France and Germany, you can be reimbursed up to 200 €. Between France / Germany and a third country, your travel will be reimbursed up to 350 €.
- For all **travel by plane** please add the boardingpasses.
- Unfortunately, we can only take over **taxi costs** in exceptional cases. Please agree before!