



## JEF Europe - Solidarity Travel Fund rules

*The Solidarity Travel Fund (STF) is a mechanism to ensure and facilitate the participation of all sections in the democratic life of JEF Europe. It provides financial support under the form of travel reimbursement and waiving of participation fees to statutory meetings to individuals who don't have the opportunity to fully participate in the life of JEF Europe otherwise.*

### ***Financial envelope available:***

Within the framework of the yearly adopted budget, the Treasurer and the Secretary General can propose to the Board to establish a STF for a given year.

In 2018 the proposed foreseen envelope is of 4000€. The Board, under the advice of the Secretary General and the Treasurer, may increase or decrease the financial envelope depending on the overall financial situation and the demand for travel funding.

### ***Individual support available:***

The STF support received by an individual cannot exceed 150€ per event and 70% of the travel costs per event.

### ***Process to claim the travel costs:***

- The call for the travel cost will be open no later than 60 days before the concerned event
- Applicants will be asked to submit, up to 30 days before the concerned event, their request through a google form available here: <https://goo.gl/forms/6VCO16niXFHL9cs1>
- The STF selection committee will analyse the applications on a rolling basis and will give an answer no later than 30 days before the concerned event
- Results will be published in the official document package of the event (Name - sum requested - sum allocated - % of the total costs)
- In case of refusal, the selection committee will provide an explanation to the requestant
- Beneficiaries will be asked to send their reimbursement claims, by post and by email, following the general reimbursement rules of JEF Europe (<https://goo.gl/4X9j41>) no later than 30 days after the concerned event

### ***Selection committee:***

- The selection committee is composed of the Secretary General, the Treasurer and an additional Board Member
- Its decisions are validated by the Executive Board of JEF Europe



***Criteria for evaluation of the demands:***

The criteria for the evaluation of the STF requests are:

- Absence of participation of the section's members in previous statutory meetings of JEF (EuCo and Congress)
- Absence of participation of the section's member in other JEF Europe events (trainings, seminars, joint JEF/UEF events, Erasmus+ activities)
- Amount of the cost claims
- Cost effectiveness of the demand (comparison with existing travel options and % of the cost claimed)
- Written justification asked by the individual and/or the section, including the co-funding effort from the individual and from the section
- Number of members of the section
- Annual budget of the section
- GDP/inhabitant of the country of residence of the member

***Other rules:***

- In no cases the STF can cover more than 70% of the travel costs. If the initially allocated sum exceeds 70% of the real travel costs, it will be reduced to 70% of the travel costs
- As stated in the general reimbursement rules of JEF Europe, only costs accompanied by booking, receipts, travel documents (tickets, boarding passes) will be eligible for reimbursement.