

Travel Policy

1.1 TRAVEL CONDITIONS

The travels of YEE's staff members and volunteers (hereafter referred to as "delegates"); participants in YEE's activities; and invited experts and speakers shall respect the following principles:

1. All travellers have a right to decent and safe travel conditions.
2. The time of travel should correspond with the time of the meeting/activity. Travel dates as communicated by the organising team cannot be changed by participants. Participants may only travel on dates different from those communicated by the organising team subject to approval ahead of travelling and valid reasons are provided.
3. Volunteers are expected to invest their time in the organisation, not their money.
4. Travellers shall not face disproportionate difficulty to get to the venue.
5. The ecological impact of travel shall be minimised as a first priority. This means that if there is a train or a bus that could be used for travel, it is to be prioritised over travelling by plane. The carbon footprint of the transportation should also be disclosed when filing the form to be compensated, using the [Carbon Footprint Calculator](#).
6. The costs of the travel shall be minimised and respect the price cap communicated by the organisers of the event/meeting. The price cap will be communicated in due time by the YEE team.
7. As default, everyone is expected to book their own travel and subsequently ask for a reimbursement. Exceptions can be made upon request of the participant, with justification, and YEE can purchase the tickets on their behalf.
8. In case of multiple people interested in travelling to a specific event, but of limited representation or funding possibilities, priority will be given to those who can travel by train and/or bus.

1.2 MEANS OF TRANSPORT

1.2.1 Train and bus

- Only 2nd class tickets are reimbursed including necessary supplements such as carry-on or checked-in luggage.
- Night trains and couchettes in 2nd class are allowed.
- The use of all possible reductions is obligatory.
- If the travel exceeds 12 hours, the participant has the right to be reimbursed 10€ per meal. The maximum amount of reimbursable meals is one every 6 hours.
- YEE follows the policy of travel by train or line coach as the most ecological form of transport. Therefore all YEE's delegates, participants to YEE's activities; and invited experts and speakers are expected to follow this rule and avoid the use of planes and private cars as means of transportation.

1.2.2 Boat

The same rules of 1.2.1 apply to travels by boat.

This policy is incorporated within the rules of travel reimbursement insofar that travel by plane, private car or taxi will NOT BE REIMBURSED unless valid reason for the necessity of the choice is provided, and travel conditions are adhered to.

See travel conditions in Section 1.1

- For such a choice, permission by the Secretariat or the majority of the Board Members is required.

1.3 EXCEPTIONS

For all exceptions to travel by train/bus, permission by the Secretariat or the majority of the Board Members is required. Exceptions include:

1.3.1 Private car

Travel costs by private car will only be reimbursed if at least one of the following conditions is met:

- If the person has to carry materials on the request of the YEE Board/staff organising the event/meeting and which would be not possible to carry by public transport;
- If the destination cannot be reached by public transport;
- For reasons of personal security;
- If a disability prevents them from the use of public transportation;

Provided these exceptions apply to the travel arrangements the reimbursement is 0.20€/KM.

1.3.2 Plane

Planes can only be used in case the travel exceeds 12 hours one way.

Travel time should be calculated from the time the participant leaves their home or office to the time they arrive at their destination point/venue.

Travel expenses will be reimbursed according to the criteria applicable to train travel, prioritising the most economical options (i.e., special offers and budget airlines) while also considering the minimal ecological impact. Additionally, participants are encouraged to choose the most direct flight routes to minimise their carbon footprint.

Nevertheless, it is recommended that journeys that exceed 12 hours one way from the participant's home/the office are made by train or bus at least one way, but this remains at the discretion of the participant.

1.3.3 Taxi

Taxi can only be used as an extraordinary exception. Travel costs by taxi will not be reimbursed unless:

- The meeting place is reached late at night, after 11.00 pm until 6 am;
- There are no public transport possibilities between the point of arrival/departure of the public transport and the venue;

However, as travelling between 11.00 pm and 6 am does not allow YEE to properly assist its delegates when travelling (such as answering phone calls or messages), we generally discourage travelling during this time frame.

1.4 REIMBURSEMENT OF TRAVEL

1.4.1 Who can get the travel reimbursement?

- YEE delegates
- Participants in YEE activities
- 1 representative per Member Organization attending statutory meetings
- Board members attending statutory meetings
- YEE representatives to the statutory meetings or other events of other organisations. Note: in case of insufficient funding for reimbursement, priority will be given to representatives of Member Organizations.
- Volunteers and/or staff members who attend meetings or activities of YEE or third-party organisations

1.4.2 Travel Reimbursement

The percentage of reimbursement is announced by the organiser in advance. It usually amounts to 100%, but this cannot be guaranteed on default (see 1.4.4). In all cases in order to obtain travel reimbursement, before buying the ticket the organisers shall be consulted and the travel and visa plans shall be approved. Travel costs are only reimbursed based on original travel documents, proof of all expenditures (invoices, not only tickets) and travel reimbursement form. Reimbursement can be made if the travel follows the conditions of Section 1.1.

1.4.3 Reimbursement of VISA-Related Costs

Visa costs are reimbursed on the basis of the cheapest possibility to obtain a visa. A proof of the visa costs has to be submitted in order to be reimbursed.

1.4.4 Limitations of Travel Reimbursement

Please note that only participants who attend at least 80% of activities and meetings, and provide reasonable excuses for not attending 100%, are entitled to be reimbursed for their expenses. Those who attend less and do not provide justification, will not be reimbursed.

1.4.4.1 Reimbursement of travel cannot be made if:

- The travel starting point and/or destination is outside of Countries members of the Council of Europe. Exceptions have to be agreed upon before confirming participation with the YEE Team responsible for the meeting/event.
- The participant does not attend at least 80% of the meeting/event.
- Invoices are not sent to YEE within 1 month after the last day of the event/meeting.
- The participant had to be expelled from the meeting/event due to noncompliance with the YEE Code of Conduct.

Should all conditions for reimbursement not be met or communicated in due time to the YEE team and event organisers, the reimbursement process may be delayed or result in partial or no refund. In such instances, the responsible party will receive prompt notification and will be given the opportunity to rectify any deficiencies or provide missing information. If the conditions remain unmet, despite these efforts, the reimbursement amount may be adjusted accordingly, or the request may be declined entirely.

1.4.4.2 YEE does not purchase travel on behalf of participants if:

- The participant requests a travel whose starting point and/or destination is outside of Europe.

1.5 ADDITIONAL CONDITIONS FOR YEE MEMBERS

- For the Annual General Meeting, one representative per full YEE member organisation will be reimbursed, provided that the member organisation has paid all YEE membership fees, including for the current year.
- Any further reimbursement will be decided on a case-by-case basis taking budget availability, and regional and organisational balance into account. Reimbursement of full YEE member organisations has priority over that of associate and affiliate members.