



Why don't you get a job?

travelling

Transportation and arrival airports

The project's venue is **Baia Mare, Romania**.

The recommended airports are:

- **Cluj Napoca – 3 h by bus (35 lei/7,6 euro)**
- Budapest (Hungary) – 6 h by minivan (120 lei/26 euro)
- Bucharest – 12-14 h by bus/train (120 lei/26 euro, 140 lei/30,4 euro)

Other airports in the area

- Satu Mare – 1 h by bus (10 lei/2,17 euro)
- Oradea – 3 h by minivan (45 lei/9,7 euro)
- Timișoara - 7 h by minivan (75 lei/16,3 euro)

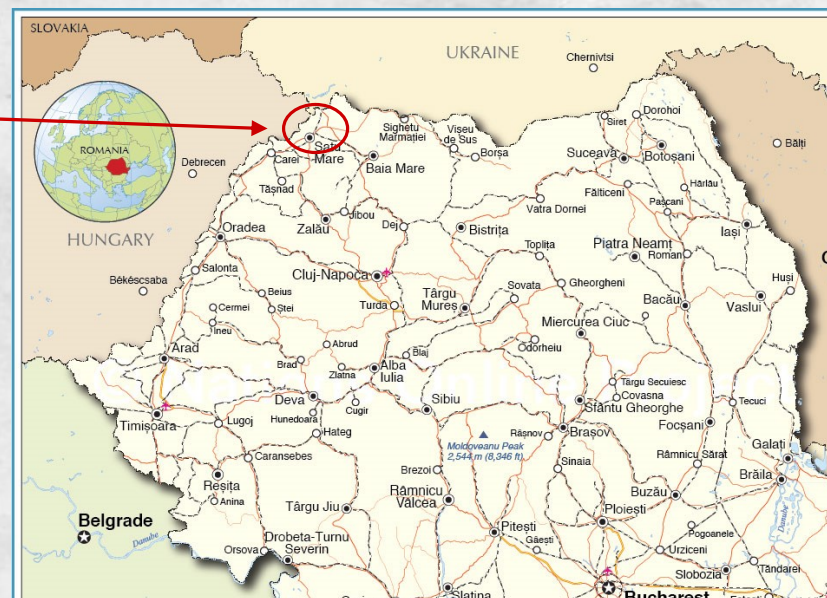
The national buses can be checked on <http://www.autogari.ro/?lang=en>

The national trains can be checked on www.cfrcalatori.ro

The best option in terms of airports for you is Cluj Napoca as it has connections to the entire Europe as well as the bus that connects Cluj to Baia Mare passes right next to the airport. Budapest is the second best option as there are also minivans transiting to Baia Mare in accordance to the plane's arrival schedule (specific buses for airport).

Once we know your arrival time at the airport, we can recommend you the routes and means of transportation for the transfer to Baia Mare. Once you will arrive to Baia Mare, we will arrange your transfer to the hotel locally.

Bare in mind that the daylight saving time in Romania starts on 25th March 2018. The time zone is EET (Eastern European Time) UTC/GMT +2 hours.



Maximum reimbursement sums

The following sums are the maximum ones for 1 participant, round-way. Each mobility has its own travel budget.

Country	Sum	Country	Sum
Romania	0 euro	Greece	275 euro
Lithuania	275 euro	Italy	275 euro
Bulgaria	275 euro	Croatia	275 euro
Ukraine	275 euro	Portugal	360 euro
Rep. Macedonia	275 euro	Spain	360 euro

Reimbursement rules

The following rules go under the financial and contractual rules imposed by the Romanian NA and shall be followed strictly.

1. The costs can be done only during the eligible period of the project (check the infopack for details)
2. The origin place is considered to be the place where the sending organisation has its headquarter
3. The implementation is considered to be the place where the hosting organisation has its headquarter
4. In case of a difference between the origin place, the participants shall explain detailed the reason for this difference (participant statement)
5. In case the transportation did not happen or it was financed through other sources, this aspect shall be explained as well (participant statement); in this case, the transportation cost shall not be reimbursed
6. The transportation costs were determined by using the official Erasmus+ programme's calculator (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm); the resulted distance between the origin and the implementation place is used as a measure scale for a round-way trip
7. The limits for the travelling costs are mentioned in the Erasmus+ Guide
8. In order to receive the travel reimbursement, several documents must be submitted:
 - a. Signed declaration by the hosting organisation and participant
 - b. Travel documents and proofs of payment
 - c. If the route is different than from the origin place, the participant shall give an extra statement explaining the departure point and offer travel

- documents for this statement as well
- d. Signing the participation list

- e. The online questionnaire sent by the programme Erasmus+ has been filled in

Important aspects of reimbursement

There are 2 options of payment: cash or bank payments (card payment, bank transfer, etc).

Cash payments for big sums:

- if a bill is not being issued, except the invoice (if the 2 type of documents exist in your country), a statement from the organisation shall be done in order to confirm the payment of the sum entitled on the plane tickets, invoice, etc.

Bank payments

- if the payment was done by card, present the paper issued by the POS machine (if the payment was not made online)
- if the payment was done by bank transfer, present the paper from the bank that confirms the sum you have paid; this document must be stamped and signed by the bank
- if the payment was done online, regardless it was a card or bank payment, present the bank extract with the sums paid for the tickets (we are not interested in all your payments; if you can, ask the bank to issue the paper just for the payments done for the project; if not please mark the other payments will black marker); this document must be signed and stamped by the bank

According to your ticket type, please present the following documents, regardless the payment method:

- for travelling by:
 - TRAIN, BUS, FERRY – present the ticket(s)
 - PLANE tickets – present the original boarding pass(es), the electronic ticket and an invoice
- if the tickets consist the name of the traveller – there should be the participant's name on it; we do not refund tickets with other name on them than the participant's;
- any invoice from a travel agency or any other place *except internet* shall have the stamp and the signature of the issuing institute;
- transfer by taxi can be covered only in very few and exceptional cases (late/early arrival/departure and no public transportation) – check with us before planning to use it, otherwise you risk it not to be reimbursed;
- for tickets purchased from *internet* – especially on plane tickets' case, please make sure you have the following documents to give us:
 - * a copy of the electronic ticket

* a copy of the invoice

* the payment method in original – bank account/card statement/cash showing the amount of the transaction paid with stamp and signature from bank – exception, the

banks that only have internet home banking – in this case, the account statement taken from internet is available (see above)

Reimbursement

- the bank transfers' costs are fully covered by the partner/participants (transfer commissions from both sides)
- the transportation cost will be reimbursed only if the participant has been attending all the foreseen activities; this sum is subject to be diminished for missing activities and can get to 0 reimbursement for non activeness at all
- the reimbursement will be done upon full and active attendance in the activity programme of each participant
- in order to receive the reimbursement, the original transportation documents (tickets, boarding passes, bills, invoices, etc.) are needed; the reimbursement will be done once having received all the original tickets from the group in a maximum of 90 days after the mobility ended
- the reimbursement will be done in EURO, regardless of the currency indicated on your invoices or of payment

In order to make sure you have all the papers needed, please contact us before arriving here if anything is unclear about this aspect. It is very important to clarify any aspect regarding the travel in order the reimbursement not to be delayed.

Couldn't you find all the information you needed here?

Don't hesitate and **contact us** at yellow_shirts_ro@hotmail.com

