



### Green travel rules for volunteers from the European Solidarity Corps Programme

1. **The Participant** may declare travel to the **the Hosting Organisation** by sustainable means of transport (green travel). The declaration must be submitted by **the Participant** only before signing the volunteering agreement for the European Solidarity Corps and **the Programme**.
2. European Commission recognized sustainable means of transport are: a bus, a train, carpooling – travel by car on the same route by at least 2 persons (car-pooling as defined at <https://en.wikipedia.org/wiki/Carpool> ).
3. A green travel does not include a travel by plane, boat (ship/ferry), motorcycle or car (travelling solo).
4. Travel by sustainable means of transport (eco-journey) must be in two directions.
5. In order to declare travel by sustainable means of transport, **the Participant** must fill in a declaration ("Declaration of planned eco-travel"). **Attachment 1**  
A signed „Declaration of planned eco-travel” must be delivered/sent to **the Hosting Organisation** as a scan before the participant’s arrival at NCU. Upon arrival, participant should provide the original declaration.
6. In connection with the declared green travel, a participant may be granted a grant for up to 3 days of travel before the start of the stay NCU and a grant for up to 3 days of travel after the end of the stay at NCU, depending on the actual journey conditions and according to the scheme:
  - a. for travel between 100 km and 499 km: max. 2 additional days
  - b. for travel between 500 km and 2999 km: max. 4 additional days
  - c. for travel between 3000 km and 3999 km: max. 6 additional days.
7. A participant who travels by "ecological" means of transport ("eco-travel") may apply for an increased lump sum for travel costs:

Distance	Amount (standard travel)	"Green" travel - amount
10 - 99 km:	28	56
100 - 499 km:	211	285
500 - 1 999 km:	309	417
2 000 - 2 999 km:	395	535
3 000 - 3 999 km:	580	785
4 000 - 7 999 km:	1188	1188
8 000 km or more	1735	1735

8. The choice of the means of transport from among the eligible "ecological" means belongs to the participant. **The Hosting Organisation** recommends public transport.



9. The funds for travel days shall be calculated according to the standard European Solidarity Corps daily rates for participants and according to the calculator available in the reporting system, namely the Beneficiary Module.
10. In the case of travel by train or bus, **the Participant** will be required to present the used ticket at Department of International Partnerships and Educational Mobility (hereinafter referred to as DIPEM) before concluding the individual contract. Failure by the participant to present a used ticket will be grounds for non-counting of the green travel grant. **The Participant** will be required to present also the return ticket.
11. The payment of lump sum for travel costs shall be made together with the payment of the pocket money after the arrival at **the Hosting Organisation**.
12. In case of return travel by train or bus, the participant will be required to send a scan of the return ticket(s) to DIPEM at least 7 days before departure (end of individual contract). A student who does not send a scan of the return ticket(s) by the indicated deadline will be obliged to return the paid eco-travel grant.
13. Upon completion of the return trip to **the Participant's** residence place, the participant shall be obliged to submit a second declaration ("Declaration of completed eco-travel"), according to the template available on the **attachment 2**.
14. The "Declaration of completed eco-travel" signed by **the Participant** must be sent /delivered to **the Hosting Organisation** as a scan within 30 days from completing **the Programme**.
15. The "Declaration of completed eco-travel" shall be supplemented with:
- a) copies of tickets/receipts for tickets (ticket bills) confirming the journey – in the case of traveling by public transport, i.e. train/coach/bus.
  - b) the number of **the Participant's** co-travelers – in the case of a journey by a shared car (carpooling).
16. The date on the attached ticket/bill cannot coincide with the dates of the stay at **the Hosting Organisation** (dates from the individual agreement). The travel cannot begin earlier than 7 days before the start of **the Programme**, nor end later than 7 days after the end of **the Programme**. The only exception is the start/end date of the travel, which may be the same as the start/end date of the stay at **the Hosting Organisation**.
17. The basis for determining the number of travel days with the individual support category grant for a mobility participant travelling under the green travel option shall be the dates of their travel, i.e. start date and end date (arrival/departure) in both directions as shown in the travel documents confirming the use of environmentally friendly means of transport.
18. In each case, **the Participant** must provide evidence to **the Hosting Organisation** that the number of travel days requested (travel days grant) and accounted for under the individual eco-travel support category was necessary to cover the distance between the locations of the sending institution and NCU.





19. **The Participant** shall be paid only for the number of travel days covered by travel documents and the grant for one day of travel is awarded as a lump sum regardless of the number of hours of travel on a given day and the number of kilometers, e.g. if, based on the European Commission's distance calculator, at the participant's request the grant is awarded for 4 days of travel in both directions, but it results from the travel documents that the route was completed in 2 days, the grant for the remaining granted 2 days of the travel shall be returned by **the Participant**.
20. If **the Participant** does not submit the "Declaration of completed eco-travel" with the required attachments by the deadline, or the statement or the attached documents do not confirm **the Participant's** earlier declaration of the route and/or way of travel, **the Participant** will be requested to return the amount paid in connection with the green travel.
21. If, on the basis of the "Declaration of completed eco-travel" and the attached tickets/receipts for tickets, there is a change from the previously declared means of transport to another sustainable means of transport, without any change to the travel route taken for the calculation of the distance in the EC calculator, **the Participant** will not be required to return the amount paid for the green travel.

Vice-Rector  
for International Relations  
  
dr hab. Magdalena Barwiolek, prof. UMK

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