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# Listen to Youths & Protect Teens Online

KA210-YOU – Small-scale  
partnerships in youth





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# Project's Objectives

The main objectives

- Increase the knowledge of children and those who take care of them about the dangers of the Web
- Promote the active participation of youth workers and young people, including the ones with fewer opportunities
- Raise awareness with the public and policy makers on the issue of youth safety online
- Expand the skills of partners on the subject of digital safety and their ability to work in international contexts.



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# Mobility in Lisbon (Portugal)



**Workshop in  
Lisbon**

## **Participants:**

- 2 young people from 18–25 years old;
- 2 volunteers/youth workers/educator;
- 2 members of the staff

**Venue: to be defined**

**Date: 26th of October at 10 a.m**



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## **ECONOMIC RULES**

For this Transnational Meeting EACH PARTNER GROUP will organize its own trip in autonomy and independently.

**Accommodation reservation, Food, Transports will be organised and managed by individual participants / groups.**

The coordinator will not be responsible for your stay in the Venue.

All expenses will be paid in advance by the participants.



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## **REIMBURSEMENT**

For this Transnational Meeting EACH PARTNER GROUP will organize its own trip in autonomy and independently. Accommodations reservation, Food, Transports will be organised and managed by individual participants / groups. The coordinator will not be responsible for your stay in the Venue. All expenses will be paid in advance by the participants. The coordinator will reimburse the costs by bank transfer after the delivery of the supporting documentation.

### **Budget limit 575 EUR for participant**

To proceed with the payment request, please complete this e-form within 7 days of the transnational meeting:

**<https://form.jotform.com/223613449153353>**



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- An amount greater than the planned budget can never be reimbursed. In case of documentation greater amount, the maximum amount will be reimbursed.
- receipts, receipts, invoices and any evidence that does not include the date, place and tax reference of the merchant.
- receipts, bills, invoices and any evidence written in pen without the merchant's tax reference.
- receipts, bills, invoices and any evidence bearing the wording: non-tax – pro forma or similar.
- Atm or card receipts are not reimbursable unless accompanied by a corresponding receipts from the merchant or which do not bear the merchant's tax data.
- transport costs are not reimbursable if not accompanied either by receipts of payment receipts and related tickets or travel documents (boarding passes in the case of flights)
- online orders (e.g. food delivery) are not refundable unless accompanied by a receipt of payment from the merchant.
- illegible receipts are not refundable, false, incomplete, out-of-focus receipts.
- accommodation costs are not refundable unless accompanied by a receipt of payment with date and place.
- receipts, receipts, invoices and any other evidence charged by several participants at the same time, unless the fee paid is clearly specified fee paid. If applicable, please attach an ATM or card receipt.
- In the case of foreign currency, the exchange rate applied on the day or month of the beginning of the project in which you participated,
- receipts, invoice receipts and any evidence from foreign countries that contravene the tax regulations of the country of reference.
- requests for reimbursement must be received within 7 (seven) working days from the day of the meeting.
- requests for documental integration after the submission of the reimbursement request are not accepted of the reimbursement request.
- for any disputes please fill in the specific form.



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## **CONTACT PROJECT COORDINATOR**

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### **PROJECT'S WEBSITE**