

## **Instructions to experts invited to meetings**

### **1. RULES FOR REIMBURSEMENT OF EXPENSES**

#### **1.1 Forms**

For each meeting the expert has to complete and sign an application for reimbursement of expenses. The original travel documents have to be presented to the person responsible for the meeting in order to allow the Commission Services to take copies, verify and reimburse on the basis of the actual price paid. The expert should ensure that the price is indicated on the ticket, if not, an invoice from a travel agency should be presented.

In order to carry out the reimbursement as quickly as possible and to avoid any error or missing information which would cause a considerable delay in the processing of payment, we ask you to carefully read the guidelines below and return the attached application form duly completed and signed to the person responsible for the meeting.

Experts must provide the secretary of the meeting with the documents necessary for their reimbursement no later than 30 calendar days after the final day of the meeting. Failure to comply with this deadline shall absolve the Commission from any obligation to reimburse travel expenses or pay any allowances

#### **1.2 Identification**

##### *1.2.1 Identification label not provided or change in information previously provided*

To register a new bank account (i.e. for the first payment by the Commission into this account) or to amend bank details, the following must be submitted in paper form to the person responsible for the meeting:

- either a document (or copy) issued by the bank containing the following data: the account number and holder of the bank account (account statement, proof of opening of the account, account identification document), together with the attached financial information sheet duly completed and signed by the account holder;
- or, if the above is not possible, the financial information sheet duly completed and signed by the bank **and** the account holder.

##### *1.2.2 Identification label provided*

- If your bank account has not changed since your last meeting, complete the first side of the form only and affix the identification label;
- If your bank account has changed, follow the procedure described as above;
- If other information has changed (for example: address), please notify Eurostat.

### 1.2.3 Bank account

Reimbursements of government experts costs shall be paid into an account in the name of the Member State, one of its Ministries or a public body, and also in the absence of any derogation from the Member State, one of its Ministries or a public body.

## 2. TRAVEL EXPENSES

Travel expenses are reimbursed on the following basis:

- Train: the price of a 1<sup>st</sup> class return train ticket for the most economic and shortest route between the place of departure as specified in the invitation and the meeting place. The return tickets or copies of the tickets stamped "certified to the original" must indicate the price paid.
- Private Car: car expenses are calculated on the basis of the shortest and most economic route by rail (article 3); evidence of the trip by car must be provided (fuel receipt or motorway toll receipt corresponding to the trip). Should there be no train station nearby, the reimbursement will be calculated at the rate of 0,22 € per kilometre for the shortest distance between the place of departure as specified in the invitation and the place of the meeting.
- Service car: the same rules applies as for the use of a private car, provided that the reimbursement is in favour of the expert's institution;
- Air travel: (only for distances of more than 400 km from the place of departure specified in the invitation to the place where the meeting is held): Air travel will be reimbursed on the basis of the most economical fare available. If the journey by air involves a flight of 4 hours or more, without stopovers, the cost of a business class ticket will be reimbursed;
- Taxi fares, parking fees and costs of transporting a car by sea will not be reimbursed.

## 3. DAILY AND SUBSISTENCE ALLOWANCES

The people invited may receive an allowance to cover subsistence expenses **on the condition that provision is made for this in the invitation to the meeting** (people invited as a private expert) and they are not in receipt of or entitled to a similar allowance from any other organisation or person in connection with the same visit. This has to be certified by signing a declaration on the application for reimbursement of expenses.

A flat rate of **92 €** for **each day** of the meeting attended is granted as daily allowance and is considered to cover **all** expenditure at the place where the meeting is held, including for example meals and local transport.

If the distance from the place of departure cited in the invitation to the place where the meeting is held is no more than 100 km, the daily allowance shall be reduced by 50 %.

Experts who have to spend one or more nights at the place where the meeting is held because the times of meetings are incompatible with the times of flights or trains, shall also be entitled to an accommodation allowance (concerns people invited as a private expert). This allowance will amount to 100.00 € per night. The number of nights may not exceed the number of meeting days + 1.

#### **4. SPECIAL CASE OF APEX**

Where the person invited has travelled on a cut-price ticket requiring him to spend a certain number of days at the place where the meeting is being held, an additional subsistence allowance may be paid.

The total amount of this allowance may not exceed the price of the return air fare referred to in point 2.

This allowance is only paid at the specific request of the expert and after presentation of the evidence from the travel agency (confirming the different tariffs applicable for both cases).

#### **5. BADGES**

Security measures adopted by the Commission require that an identification badge must be worn by all persons in Commission buildings.

In order to be able to produce these badges on time, it is imperative to confirm the expert's participation to the address mentioned in the invitation at least 10 days before the meeting takes place.

Badges will be issued by presenting identification and the invitation letter when entering the building.

#### **6. CAR PARK**

For meetings in the BECH building, a fee-paying car park is available. For free parking, delegates should take a ticket when entering the car park. When returning their security badge to the security officer at the main entrance, they should request a special ticket giving free exit from the car park.