European Union Aviation Safety Agency

FAQ n.19349

FAQs:

E - Charging of travel costs, Fees & Charges — FAQ

Question:

E.3 - Transport costs

Answer:

Transport costs will be invoiced to applicants unless they are covered by the applicable fees or charges. Refer to E.1 - Are travel costs included in fees and charges?

Further to the Agency's travel policy, EASA staff must use the most appropriate and cost-effective means of transport. As far as possible, public or shared transport shall be used.

Air travel

All flight tickets shall be booked according to the following conditions:

- for travel segments up to four hours continuous flying time: in economy class or equivalent, at the lowest available rates allowing for the shortest possible trip duration (considering the times of meetings and/or special features of the mission)
- for travel segments of at least four hours continuous flying time: in business class or equivalent, at the lowest available rates allowing for the shortest possible trip duration (considering the times of meetings and/or special features of the mission)
- If lower fare prices require a weekend stay (Sunday rule), additional 'per diems' may be charged (refer to point E.2 - Standard 'per diem' rates for overnight travel)

Rail travel

All journeys shall be booked in first-class (including seat reservations), using the shortest available route (distance or time, whichever is more efficient) and choosing the level of flexibility of tickets as required by the nature of the business trip.

Last updated:

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Link: