

**PROVISIONS ON A FINANCIAL CONTRIBUTION TOWARDS
TRAVEL AND SUBSISTENCE EXPENSES FOR PERSONS INVITED TO THE TEST
PHASE OF A SELECTION PROCEDURE OR TO A MEDICAL EXAMINATION**

GENERAL PROVISIONS

Article 1

A financial contribution shall be granted towards travel and subsistence expenses for persons invited to tests of a selection procedure, or to a medical examination, subject to the conditions set out below.

DEFINITIONS

Article 2

1. The "place of residence/place of current employment" from which travel costs are reimbursed shall be that specified in the letter of invitation issued by EASA.

If the place of residence and the place of current employment are in the same country the place of residence will be taken as a point of departure. If the place of residence and the current place of employment are in different countries the shortest distance to the place of convocation/venue will be taken as the point of departure.

2. "Distance" means the way (one way) between the the place of residence/place of current employment and the place of convocation/venue as calculated by EASA on the basis of the tools used in European institutions.
3. "Most economical air fare" means a direct flight in economy class with appropriate arrival and departure times in view of the candidate's participation in a selection procedure or medical examination. In the absence of a direct flight, the most direct connection should be used, i.e. a connection with the fewest stops possible and at airports as close as possible to Cologne. Where possible the candidate should use low cost carriers.

A candidate who decides to take a different route or opts for an extended stay can only be reimbursed, provided that he/she shows that the deviation from the standard route had no adverse economic effect and that the itinerary chosen was still in accordance with the principle of the "most economical air fare".

A candidate will only be reimbursed for travel costs directly emerging from an invitation from the test phase of a selection procedure or from a medical examination. In this respect the candidate has to provide evidence that the booking and purchase of a travel ticket was done after the receipt of the afore-mentioned invitation.

TRAVEL EXPENSES

Article 3

1. Travel expenses shall not be reimbursed when the distance between the place of residence/place of current employment and the place of convocation/venue is 150 km or less.
2. When the distance between the place of residence/place of current employment and the place of convocation/venue exceeds 150 km, candidates shall be reimbursed based on the actual costs incurred upon presentation of the original supporting documents providing that the most economical fares have been chosen up to a ceiling of:

Distance between the place of residence/place of current employment and the place of convocation	€
0 to 150 km	0
151 to 500 km	200
501 to 1000 km	400
1001 to 2000 km	600
2001 to 3000 km	800
Over 3000 km	1000

3. The cost of travel by train shall be reimbursed for the second-class train fare and:
 - a. when the journey includes not less than six hours of night travel between 22.00 hours and 07.00 hours, the cost of a sleeper, or when the journey includes night travel of less than six hours between 22.00 hours and 07.00 hours, the cost of a couchette,
 - b. the cost of the necessary seat reservations and transport of luggage as well as supplements for special fast trains on presentation of the originals of the relevant tickets and/or vouchers.
4. The cost of travel by ship shall be reimbursed for the second-class ship fare.
5. When a means of transport other than those specified in paragraphs 3 and 4 above is used, reimbursement shall be based on an allowance per kilometre calculated according to the shortest and most economical standard route, as set out below:

EUR 0.12 per kilometre from 1 to 1000 kilometres,
 EUR 0.08 per kilometre for the part from 1001 to 10 000 kilometres,
 EUR 0.00 above 10 000 kilometres
6. Where the distance between the place of residence/place of current employment and the place of convocation/venue exceeds 500 km or when the route includes sea-crossing, candidates shall be entitled to travel by air. Reimbursement shall be based on the most economical air fare on presentation of the original ticket and the boarding passes.
7. When means of transport specified in paragraphs 3 and 6 were used, candidates are entitled to the most economical local public transport costs between the airport/main station and the place of convocation/venue upon presentation of the original tickets.
8. No reimbursement will be granted for taxi services, fees for car rental, parking fees, shipping costs or any additional costs related to means of transportation by car.

SUBSISTENCE EXPENSES

Article 4

1. A daily subsistence allowance of EUR 25 shall be granted when the distance between the place of residence/place of current employment and the place convocation/venue is more than 50 km. It shall only be paid in respect of the day(s) on which the tests, interview(s) or medical examination is/are held. The daily subsistence allowance is paid as a flat-rate covering daily expenses such as meals etc.

2. An accommodation allowance of EUR 100 per night shall be granted in cases when the distance between the place of residence/place of current employment and the place of convocation/venue is more than 150 km and when the candidate has to stay one or more nights because of incompatibility between the times specified in the letter of invitation and transport timetables. It shall be paid on presentation of an original hotel bill.
3. In case that the transport timetable allows a candidate to return on the same day to his/her place of residence, the candidate will still be entitled to stay overnight in the place specified on his/her letter of invitation, provided that the sum of the return air fare on two different dates and of the accommodation allowance is less than the price of a return ticket on the same day.
4. The total amount of the accommodation allowance granted to the candidate may not exceed EUR 400.
5. If the candidate receives an accommodation allowance for one or more nights, he/she shall not be entitled to the daily allowance mentioned in paragraph 1.

FORM AND SUPPORTING DOCUMENTS

Article 5

In order to benefit from the contribution, the candidate is obliged to fill in the travel reimbursement claim form in Annex 1 and as proof of travel attach the original supporting documents that are indicated as necessarily accompanying it. Incomplete forms or files with missing supporting documents will not be processed.

FINAL PROVISIONS

Article 6

Amounts due under the above rules shall be paid by bank transfer in Euro. Amounts shall be converted by means of the monthly conversion rates fixed by the European Commission for this purpose.

Payments to accounts outside the Euro-zone may be subject to exchange rate variations and the account holder will be subject to shared costs for bank charges. Account holders need to ensure that transfers in Euro are accepted by their bank.

Article 7

Candidates are covered against the risk of accident for the duration of their journey and their stay.

Article 8

False declarations in order to receive the financial contribution might lead to the exclusion of the candidate from the selection procedure.

The above provisions shall apply for vacancy notices published as of 1 of July 2012.



APPLICATION FOR REIMBURSEMENT OF EXPENSES TO CANDIDATES

(to be submitted to the responsible EASA staff member)

INSTRUCTIONS

BOX I

To obtain reimbursement of your expenses, you must complete BOX II and, if necessary, the "financial identification form" (in block letters), otherwise you will not be reimbursed. The "financial identification form" should be completed, signed and stamped by the account holder and bank, and submitted together with your signed application for reimbursement to:

- a this is the first time you request reimbursement of travel and subsistence expenses for an interview/medical exam organised by the Agency and you have never submitted the concerned form to the Agency before;
b there has been a change in information previously provided (address, bank account etc.)

BOX II should show your travelling expenses, expressed in the currency in which they were incurred, against the form(s) of transport used and your places of departure and arrival (taxi fares will not be reimbursed). In case you claim the accommodation allowance proof of expenses should be attached in line with the explanatory note and must be submitted along with this document so that the prices stated can be certified.

THE DOCUMENT IS VALID ONLY IF SIGNED BY THE PERSON INVITED. YOUR SIGNED REIMBURSEMENT CLAIM AND SUPPORTING DOCUMENTS NEED TO BE RETURNED TO THE RESPONSIBLE EASA STAFF MEMBER WITHIN 3 MONTHS AFTER THE INTERVIEW/MEDICAL EXAM. REIMBURSEMENT IS BASED ON PROVISIONS ON A FINANCIAL CONTRIBUTION TOWARDS TRAVEL AND SUBSISTENCE EXPENSES FOR PERSONS INVITED TO AN INTERVIEW OR TO A MEDICAL EXAMINATION.

BOX II : TO BE COMPLETED BY OUTSIDE PERSON INVITED BY EASA

PERSONAL DETAILS

Mr Ms LAST NAME: FIRST NAME: ADDRESS: E-MAIL:

INTERVIEW/MEDICAL EXAM DETAILS

Date (DD/MM/YYYY) and name of the reference number of selection procedure you refer to: Name of the responsible EASA staff member who invited you:

TRAVEL DETAILS (1)

POINT OF DEPARTURE:

Transport used: Train Air Boat Car Bus or Shuttle to (air)port/station

Table with columns: Departure(D)/ Return(R), Transport used, From, Date (DD/MM), Time, To, Date (DD/MM), Time, Price paid, Currency, Remarks.

In case of Car travel: Km (total - outward & return): Number of overnight stays: Total price paid:

(1) Upon presentation of travel documents.

BANK DETAILS (as stated on the financial identification form)

I hereby confirm that the account to be used for the reimbursement of the concerned expenses is:

Name Account holder: IBAN number: (Grid for account details)

SIGNATURE

I certify that these particulars are accurate and that I have not received and shall not receive similar reimbursement from any other organisation or individual in respect of the same travel or subsistence expenditure.

DATE: SIGNATURE OF THE PERSON INVITED:

BOX III : TO BE COMPLETED BY EASA - HUMAN RESOURCES DEPARTMENT

This is to certify that the above person took part in the interview/medical exam arranged by EASA, and that the expenses claimed (dates and amounts) correspond to the attached supporting documents.

Location: Cologne Brussels Luxembourg Interview Medical exam Other (note to the file)

Person invited to:

COMMENT:

RESPONSIBLE EASA STAFF MEMBER (+):

Name (block capitals): Date: Signature: