



European Union Aviation Safety Agency

## FAQ n.19349

### FAQs:

[E - Charging of travel costs, Fees & Charges — FAQ](#)

### Question:

#### E.4 - Transport costs

### Answer:

Further to the Agency's travel policy, all experts 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:

- in economy class or equivalent, at the lowest available rates, taking into account the times of meetings and/or special features of the mission for all segments that involve up to four hours continuous flying time;
- in business class or equivalent, at the lowest available rates, taking into account the times of meetings and/or special features of the mission if the travel includes at least one segment involving at least four hours continuous flying time

If lower fare prices require a weekend stay (Sunday rule), additional per diems may be charged.

### Rail travel:

All journeys shall be booked in first-class, taking the shortest and most cost-effective route.

### Last updated:

27/01/2020

### Link:

<https://www.easa.europa.eu/et/faq/19349>