



General terms and conditions for the reimbursement of travel and subsistence expenses to outside persons

1. Introduction

This document explains the terms and conditions for the reimbursement of travel and subsistence expenses to outside persons invited by the European Aviation Safety Agency („Agency”) as experts, members of the Management Board, members of other Boards and Committees, or to outside persons in the context of standardisation activities.

This document does not cover the eligibility to reimbursement of travel and subsistence expenses of outside persons. The eligibility to reimbursement of these expenses are determined separately on the basis of applicable regulations and other Agency decisions.

The following terms and conditions apply to reimbursement of travel and subsistence expenses to outside persons (taking the eligibility to reimbursement into account), such as:

- GROUP 1: when invited by the Agency („invitees”) to participate to a meeting, such as:
 - Members of the Management Board (and their alternates);
 - Members of Committees (and their alternates);
 - Only in exceptional cases¹: experts who are members to Rulemaking groups that comply to the criteria defined in Work Instruction “R.I028 - Procedure for the determination of the membership of rulemaking groups”.
- GROUP 2: in case of participation of authorised personnel and/or national coordinators of Member States in the context of standardisation activities (in application of article 6 par.6 of the Commission Regulation (EC) 736/2006 of 16 May²).
- In exceptional cases, that do not fall under the above 2 groups, an outside person who has been invited by the Agency as an expert to fulfil an essential and leading role in an activity that is organised by the Agency and in the interest of the Agency, such as a facilitator to a workshop, speaker to a conference or provider of a presentation, and the concerned activity does not fall under an existing contractual obligation of the person concerned or of his/her organisation towards the Agency. In these cases, the reimbursement of travel and subsistence expenses of the concerned outside person must be based on a formal decision by the responsible authorising officer or authorising officer delegated prior to the invitation in the form of a note to the commitment file. The terms and conditions as defined for group 1 need to be followed.

¹ Based on the MB Decision of 16 September 2008 to cease reimbursement of experts participating in Rulemaking groups.

² OJ L 129, 17.5.2006, p. 10



Travel and subsistence expenses will **NOT** be reimbursed:

- GROUP 1: When it is not explicitly mentioned in the invitation to the meeting from the Agency;
- GROUP 2: The concerned expenses will not be reimbursed for team members participating in training courses and for observers;

Important notice: These terms and conditions do not cover the reimbursement of travel and subsistence expenses in case of participation of authorised personnel of NAA in the context of certification activities based on the framework contracts with NAAs (in application of article II.7 of the concerned framework contracts and annex IV). The travel and subsistence expenses related to these activities need to be invoiced according to the provisions of the concerned framework contracts. However, the basic principles with regard to the reimbursement of the concerned expenses are the same.



2. Expenses valid for reimbursement

2.1. Travel expenses

Travel expenses are reimbursed on the following basis:

- GROUP 1: expenses of national or international travel incurred from the place of residence or the normal place of work of the concerned person (point of departure) to the meeting place;
- GROUP 2: expenses of national or international travel from the place of residence or the normal place of work of the concerned person (point of departure) to the location of the assignment. Travel from another location other than the place of residence, normal place of work or the location of the assignment may be reimbursed under certain conditions on a case by case basis and when clearly specified and agreed upon in advance.

The following travel expenses can be reimbursed:

- Air travel: (authorised only if distance >400 km or obliged to make a sea crossing):
 - In economy class, at the lowest available rates within this class available at the moment of the invitation, taking into account:
 - GROUP 1: the time of the meeting, allowing participation to the meeting and travel during the workweek and less than 4 hours continuous flying time;
 - GROUP 2: the times of meetings and/or special features of the assignment for all segments that involve less than 4 hours continuous flying time.
 - In business class or equivalent, at the lowest available rates available at the moment of the invitation, taking into account:
 - GROUP 1: the time of the meeting, allowing participation to the meeting and travel during the workweek, if the travel includes at least one segment involving at least 4 hours continuous flying time;
 - GROUP 2: the times of meetings and/or special features of the assignment for all segments if the travel includes at least one segment involving at least 4 hours continuous flying time.
 - BOTH GROUPS: where there is a physical need recognised by the Medical officer of the Institution (for which supporting evidence needs to be provided to the Agency together with the application for reimbursement form);
 - If, exceptionally, for reasons beyond the control of the invitee, seats have to be booked in business class and/or higher rate within economy class and the travel does not include at least one segment involving at least 4 hours of



continuous flying, the expert must produce with the ticket supporting evidence from the travel agency. By lack of evidence, the travel expenses will only be reimbursed up to the level of an average price of an economy class ticket for the concerned flight 2 months from the time the application for reimbursement was received by the Agency.

- Travel by train:

On the basis of the shortest and most economical route in 1st class rail (all supplements included).

Where the journey includes more than 6 hours of night travel between 22:00 hours and 7:00 hours the cost of a twin sleeper will be reimbursed.

The cost of seat reservations and transport of necessary luggage as well as supplements for special fast trains will also be reimbursed up to the amount of a first class rail fare.

- Travel by car:

If the person uses his/her own car or a car provided by his/her employer, the travel expenses will be reimbursed on the basis of the kilometric allowance (0,22€ per kilometre). In this case the person must indicate the registration number of the vehicle used on the application form for reimbursement and the full address of the point of departure. The total distance (in km) that needs to be indicated in the application form, is to be calculated on the basis of the recommended route on the "Viamichelin"-website³.

- Travel by bus or shuttle during main journey:

If the person uses bus, shuttle or other similar types of public transport during the main journey from the point of departure to the airport or train station (both ways), and from the place of the meeting or assignment to the airport or train station (both ways), these expenses will be reimbursed on the basis of the ticket.

Bus, shuttle or other similar types of public transport within the place of the meeting or assignment will not be reimbursed (see below).

- Travel by taxi

Taxi costs may only be reimbursed in case of early departure before 7:00 from the place of residence to the airport or train station and/or late return after 20:00 from the airport or train station to the place of residence. Proof by means of receipts need to be attached to the application for reimbursement form.

Local transport by taxi within the place of the meeting or assignment will not be reimbursed (see below).

- Travel by sea:

³ www.viamichelin.com



Travel costs related to sea crossing will be reimbursed. Travel by sea, the appropriate class and cabin supplements need to be specified by the person and authorised by the Agency at the latest 2 weeks before the meeting/assignment takes place, taking the characteristics of the meeting and/or assignments into account in line with the length and cost of the trip.

No reimbursement authorised for:

- Local transport (bus, taxi, subway and so on) within the place of the meeting or assignment will not be reimbursable separately as they are covered by the daily subsistence allowance;
- Travelling time costs;
- Motorway tolls and parking fees;
- Cost of transporting a car by car-ferry.

Public transport should be used as the method of local transportation at the place of the meeting or assignment. These costs will be covered by the subsistence allowance.

For GROUP 2: Where public transport is unsuitable, however, the hiring of an appropriate vehicle may be proposed, but should be specified and agreed upon in advance with the Agency. After explicit agreement, these costs would then be included under the reimbursable expenses and be subject to the terms of payment.



2.2. Subsistence expenses

The subsistence allowance is paid as a flat-rate amount and is considered to cover all expenses incurred at the place of the meeting or assignment, including the costs of accommodation, meals and local travel (such as use of taxi, public transport and so on).

Where the point of departure is **100 km or less** from the place of the meeting or the assignment, **no allowance** will be paid.

2.2.1. Subsistence expenses reimbursed to outside persons of GROUP 1

The amount of the subsistence allowance per day of meeting is the **standard rate published by the European Commission** (http://ec.europa.eu/comm/europeaid/perdiem/index_en.htm) for the country where the meeting or assignment takes place.

Condition sine qua non: The persons invited may receive the allowance for subsistence expenses provided that this is stated in the invitation and that they can declare that they have not received an allowance or are not entitled to a similar allowance from another organisation or person for the same trip (declaration integrated in the application form).

2.2.2. Subsistence expenses reimbursed to outside persons of GROUP 2

The amount of the subsistence allowance is the **standard rate published by the European Commission** (http://ec.europa.eu/comm/europeaid/perdiem/index_en.htm) for the country where the meeting or assignment takes place.

The full amount will be paid for assignments of more than one day for those days which include an overnight stay.

For one-day assignments of more than 6 hours duration, when the departure from the place of residence is earlier than 07:00 hours or the return at point of departure is later than 20:00 hours, 25% of a full per diem will be paid.

For the day of return (which includes no overnight stay) from assignments of more than one day (which include an overnight stay) and when the return to the point of departure is later than 20:00 hours, 25% of a full per diem will be paid.

Specific remarks for GROUP 2: hotel bookings for the duration of the assignment will be done under the responsibility of the Agency. However, when travelling to Cologne NAA staff will make their own arrangements. Travel arrangements when visiting regional offices or undertakings (transport and any further accommodation) within the territory covered by the visited NAA will be made by that NAA or by the Agency, which will be agreed upon well in advance. Reimbursement of travel costs and subsistence expenses will follow the same rules.



2.2.3. Exceptions (Both groups)

In the following case, an additional subsistence allowance can be paid:

- If the person invited travels with a reduced price ticket requiring spending more days at the meeting place, a supplementary allowance may also be paid. The total amount of the additional subsistence allowances and the flight ticket reimbursed may not exceed the full return fare in economy class. This supplementary allowance is paid only if requested by the person invited and on presentation of supporting evidence from the travel agency (certifying different fares applicable in both cases).
- If exceptional circumstances prevent him/her from leaving the place of the meeting or assignment, for which additional proof is required when submitting the application form.
- Where the interval between 2 meetings or assignments is insufficient for the person to return to his/her point of departure. The concerned person has to submit his/her substantiated request for this exceptional subsistence allowance to the contact person of the Agency at the latest 2 weeks before the meeting/assignment takes place. The Agency will inform him/her about its decision in due time.

The total amount of the above mentioned exceptions may not exceed the price of the return air fair between the place of the meeting or assignment and the point of departure.



3. Administrative formalities

Attention is drawn to the need to comply strictly with the following formalities.

When submitting invitations to outside persons, it is important to explicitly mention in the invitation that travel and subsistence expenses are reimbursable or not, and to inform the invitee(s) about the required formalities in case these expenses are reimbursable.

In order to be able to reimburse the eligible outside persons, the following forms, together with the supporting documents, need to be submitted to the responsible staff member within the Agency in due time:

- Application form for reimbursement of expenses;
- Supporting travel documentation;
- Financial identification form (when applicable, see section 3.3.).

These documents have to be submitted within a timelimit of 3 months after:

- GROUP 1: the date of the meeting;
- GROUP 2: the completion of the whole standardisation visit cycle (pre-briefing, visit and de-briefing);

After this due date, the outside party will need to provide a duly substantiated explanation why the claim has not been provided in due time. In case of submission of the above documents after the due date, the Agency can not ensure that the payment of the concerned expenses will be done in due time and within the concerned financial year.

3.1. Application form for reimbursement of expenses

The „Application form for the reimbursement of expenses“ (Form A.F181-1 for Group 1 and Form A.F182-1 for Group 2) shall be completed and duly signed by the person concerned. The application form for reimbursement needs to be submitted, together with the supporting documents and financial identification form (when applicable, see section 3.3.).

All amounts mentioned on the application form need to be mentioned in the original currency, as the conversion of other currencies to euro will be done by the Agency (see section 4, 1st bullet).

The account to be used for the reimbursement of the concerned travel and subsistence expenses needs to be confirmed by indicating the name of the account holder and the account number (IBAN-number) as it is stated on the financial identification form (see 3.3.).

The actual routes, type(s) of transport, departure and arrival times of the transport used should be indicated on the form.



3.2. Supporting travel documentation

The following supporting documents need to be provided and submitted to the responsible staff member within the Agency (together with the application form):

- For air travel:
 - The electronic booking;
 - The travel agency's invoice (when applicable);
 - The boarding passes;
 - Any other documentary evidence in case of exceptional cases mentioned in section 2.1.
- For travel by train:
 - The train tickets;
- For travel by bus or shuttle (only during main journey to the place of meeting or assignment):
 - The bus or shuttle ticket;
- For travel by car:
 - No supporting documents required. However, the application form has to contain detailed information concerning travelling times and location. The full address of the point of departure and the license plate number must be indicated on the application form.
- Any other receipts or proof confirming travel expenses incurred on the day of departure and the day of return.

The submission of **originals** of the above mentioned supporting documents is **compulsory**, except when national, legal requirements on bookkeeping prevent the concerned party (only for public or private organisations) to submit the original supporting documents.

In that case, the concerned public or private organisation, to whom the travel and subsistence expenses will be reimbursed, has to provide copies of the required supporting documents, duly certified by the person within the organisation that is authorised to certify such documents.

The above exception does not apply to:

- Persons that are self-employed;
- Persons that request reimbursement of the travel and subsistence expenses on their personal bank account.



3.3. Financial identification form

The "financial identification form" (Form A.F183) should clearly state to whom and to which bank account the reimbursement of concerned expenses should be paid.

In principle, this should be the organisation that is represented by the concerned person, except in the following cases:

- When the person is self-employed;
- When the person took part to the meeting or assignment on a personal basis and requests reimbursement of the travel and subsistence expenses on his/her personal account ;
- Or when the person has an explicit agreement with the organisation he/she represents that the concerned expenses can be reimbursed to his/her personal account. This explicit agreement, in the form of a formal statement signed by the authorised person within the organisation represented, needs to be attached to the financial identification form.

The "financial identification form" should be completed by the account holder, signed and stamped by the account holder and the bank, and submitted together with the signed application form, when:

- It is the **first time** that the concerned organisation (or person in the three exceptions mentioned above) (account holder) requests reimbursement of travel and subsistence expenses for a meeting organised by the Agency and the account holder has never submitted the concerned form to the Agency before;
- there has been a **change in information** of the account holder's or bank account details previously provided, such as the address, bank account number, account holder's name, etc.

In order to register a new bank account (i.e. for the first payment by the Agency into the concerned account) or to amend banking data, the following must be submitted in paper form to the responsible staff member within the Agency:

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

This/these document(s) must be provided to enable the Agency to reimburse the travel and subsistence expenses to the correct bank account.



4. Other provisions

1. Reimbursement of expenses will be transferred by bank in Euro. When the amount stated on the application form has been expressed in a different currency, the reimbursement of expenses will be transferred by bank in Euro at the rate ruling on the day when the conversion is calculated using the daily euro rate published in the C series of the Official Journal of the European Communities (<http://europa.eu.int/eur-lex/lex/en/index.htm>). A standard information (such as invited person's name, meeting date) will be added to the payment communication. If the account holder needs more precise information, please specify it clearly on the application form.
2. Financial department may at any time crosscheck the statements made in an application for reimbursement with other signatories of the application;
3. The recipient will be required to repay any sums paid in error.
4. No moral, material or bodily harm incurred by the person in the course of the journey or stay in the place of the meeting or assignment may be the subject of a claim against the Agency.
5. Persons using a vehicle will remain fully liable for any accidents in which they may be involved.

5. Important notice

Organisations or persons applying for the reimbursement of travel and subsistence expenses are asked to sign and return a formal declaration to the responsible staff member within the Agency that they agree with the above terms and conditions for the reimbursement of travel and subsistence expenses of outside persons, and that they agree with the condition that the application forms, must be submitted, together with the supporting documents, within 3 months after the meeting(s) or the assignments.

This formal declaration only needs to be signed and returned once by the authorised person within an organisation of which representatives are invited by the Agency to a meeting or to an assignment (Annex 1) or by persons invited by the Agency to a meeting or to an assignment on a private basis, as self-employed or requesting reimbursement of expenses on a private basis, as self-employed or requesting reimbursement on a personal account (Annex 2).

The formal declaration of agreement with the above terms and conditions is attached:

- In annex 1 for private and public organisations of which representatives are invited by the Agency;
- In annex 2 for persons invited by the Agency and participating to a meeting or assignment on a private basis, as self-employed or requesting reimbursement of expenses on a private basis, as self-employed or requesting reimbursement on a personal account).



6. Administrative forms to be used:

- A.F181-01 - Application form for reimbursement of expenses to outside persons - Meetings
- A.F182-01 - Application form for reimbursement of expenses to outside persons - Standardisation activities
- A.F183-01 - Financial identification form - reimbursement of expenses to outside persons



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ANNEX 1: Declaration to be signed by the authorised person within organisations (private or public) of which representatives are invited by the Agency to participate to a meeting.



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TO BE RETURNED TO THE RESPONSIBLE AGENCY STAFF MEMBER BY MAIL

THIS FORMAL DECLARATION ONLY HAS TO BE SIGNED AND RETURNED ONCE

SUBJECT: Formal declaration of agreement with the terms and conditions for the reimbursement of travel and subsistence expenses of outside persons (ref. ED Decision nr. 2008/035/ADM)

Last name, First name:

authorised to sign the below declaration on behalf of the following organisation:

Name of the organisation:

Official adress:

Town/City:

Country:

VAT number:

I, the undersigned,

Declare that we have received and read the terms and conditions for the reimbursement of travel and subsistence expenses, explained in the document ED Decision nr. 2009/002/F.

We agree with the condition that the application forms for the reimbursement of travel and subsistence expenses, incurred for meetings or assignments to which representatives of our organisation participate on the invitation of the European Aviation Safety Agency, must be submitted, together with the supporting documents, within 3 months after the meetings or the assignments to which our representatives participate.

After this timelimit, our organisation will not claim any travel and subsistence expenses incurred by our representatives for the concerned meetings or assignments and accept that the Agency will cancel the concerned budgetary reservation.

Done at on .../ ... /

Signature,



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ANNEX 2: Declaration to be signed by persons invited by the Agency and participating to a meeting on a private basis, as self-employed or requesting reimbursement of expenses on personal account.



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TO BE RETURNED TO THE RESPONSIBLE AGENCY STAFF MEMBER BY MAIL

THIS FORMAL DECLARATION ONLY HAS TO BE SIGNED AND RETURNED ONCE

SUBJECT: Formal declaration of agreement with the terms and conditions for the reimbursement of travel and subsistence expenses of outside persons (ref. ED Decision nr. 2008/035/ADM)

Last name, First name:

Please further complete the name of the body or meetings in which you participate:

Acting as a member or expert of/for.....

Please indicate what applies to you:

Participate to meetings/assignments as self-employed expert

Participate to meetings/assignments on a private basis

Request reimbursement of the concerned expenses on my personal account

I, the undersigned,

Declare that I have received and read the terms and conditions for the reimbursement of travel and subsistence expenses, explained in the document ED Decision nr. 2009/002/F.

I agree with the condition that my application form for the reimbursement of travel and subsistence expenses, incurred for meetings or assignments to which I participate on the invitation of the European Aviation Safety Agency, must be submitted, together with the supporting documents, within 3 months after the meetings or the assignments to which I participate.

After this timelimit, I will not claim any travel and subsistence expenses incurred for the concerned meetings or assignments and accept that the Agency will cancel the concerned budgetary reservation.

Done at on .../ ... /

Signature,