

DIR/RB(2013)02344

EUROPEAN CENTRE FOR THE DEVELOPMENT OF VOCATIONAL TRAINING (Cedefop)

Rules concerning the reimbursement of the travel, subsistence and miscellaneous expenses of experts from outside Cedefop invited to meetings

THE GOVERNING BOARD OF THE EUROPEAN CENTRE FOR THE DEVELOPMENT OF VOCATIONAL TRAINING

HAVING REGARD to Council Regulation (EEC) No 337/75 of 10th February 1975 establishing a European Centre for the development of vocational training (Cedefop),

HAVING REGARD to the Financial Rules applicable to the European Centre for the development of vocational training (Cedefop decision of 31.3.2003, last modified on 5 June 2009),

HAS ADOPTED THESE RULES:

General provisions

Article 1

- I. Persons to whom these rules apply
 - a) Experts from outside Cedefop invited for meetings and/or to deliver professional advice to committees, or a group of experts or individuals invited for meetings or contractor's staff invited at Cedefop's initiative for meetings which are not covered by the contract.
 - b) Any person accompanying a handicapped person invited as an expert according to 1 a) above to Cedefop.

Article 2

No moral, material or bodily harm incurred by the expert or by the person responsible for accompanying a handicapped expert in the course of the journey or of his stay in the place where the meeting is held may be the subject of a claim against Cedefop unless it can be imputed to Cedefop.

The person invited using his/her own means of transport assumes, in particular, entire responsibility for any accident which may occur.

II – Invitation letter

Article 3

1. Reimbursement of the expenses of an invited expert may only take place on the basis of the relevant provisions of the invitation letter signed by the competent Authorising Officer (by Delegation) – AO(D). Any prior, early information given for a scheduled meeting should clearly advise against booking travel and accommodation before receiving the official invitation.
2. The invitation letter shall refer to the maximum travel cost to be reimbursed, to the maximum number of accommodation nights to be covered and to the maximum numbers of per diems (daily allowances) to be paid. It shall also inform experts of the communication means available to them should they need or wish to discuss with the organisers other arrangements that either deviate from the standard conditions or are not covered by them. In case organisational matters are taken in charge, in whole or in part, by the external Event Support Service (ESS), related information shall also be provided in the letter.
3. If travel cost or other issues such as the time required or the number of per diems are estimated or known to exceed the maxima stipulated in the (standard) invitation letter, reimbursement requires prior authorisation

by the AO(D). If reimbursements that exceed the maxima stipulated in the invitation letter are only requested after costs have actually been incurred, full reimbursement requires specific justification and authorisation of an exception by the authorising officer before payment can be exacted. If the justification is deemed unsatisfactory, reimbursement is limited to the amounts stipulated as maxima in the invitation letter.

III - Payment of expenses

Travel expenses

Article 4

1. The expert has the right to reimbursement of his/her travel expenses from the place of departure (professional or private address) to the place where the meeting is taking place using the most economic means of transport, taking into account the distance: in principle by first class rail for distances not exceeding 400 kilometres (single ticket based on the official distance calculated by the railway company), economy class air tickets for distances exceeding 400 kilometres or where the journey involves a sea crossing.
2. Travel expenses are reimbursed upon presentation of copies or scanned versions of the original documents (tickets showing the price, or invoices, or receipts) or printouts in the case where tickets are purchased online, as well as the boarding pass for the outward journey. The documents submitted should show the travel class, the travel time and the price paid; if the price is not shown on the ticket, invoice or proof of payment must be submitted.
3. Reimbursement for travel by car shall be based on the first-class rail fare.
4. Where rail travel is not available for the journey undertaken by private car, reimbursement will be calculated at the rate of 0,22 €/km.
5. Taxi fares will be reimbursed if they constitute a necessary part of the **main travel** (i.e. the travel from the place of origin to the place of the meeting/conference or the return) and **if no public transport is available**. Such taxi costs are part of the travel cost and count toward the maximum amount stipulated in the invitation letter.
6. Other taxi fares as well as other public transport costs (bus, tram, underground) will not be reimbursed and should be covered by the daily allowances (see Article 5).

Subsistence expenses

Article 5

1. The allowance for expenses per day of meetings, cover all the expert's expenses at the place where the meeting is held, including the cost of meals and local travel (bus, tram, underground, taxi).
2. The daily allowance amounts to EURO 92. This amount is reduced by 30% for each meal (seated lunch or dinner) offered by the Centre and accepted by the expert and by 15% for each breakfast included in the hotel invoice reimbursed by the Centre. If the distance of the place of departure to the meeting is equal to or less than 100 km, the allowance for expenses per day shall be reduced by 50%.
3. If the expert is obliged to spend one or several nights at the place of the meeting because of the incompatibility of the hours of the meeting with travel arrangements¹, a nightly accommodation allowance

¹ As a general rule the expert cannot be obliged either at the place of departure or the place of the meeting to:

- leave the place of departure or the place of the meeting before 7.00 a.m. (rail or other means of transport) or before 8 a.m. in the case of air travel);

will be paid. This allowance amounts to EURO 100 per night. The number of nights cannot exceed the number of days of the meeting plus 1, except if authorised by the AOD in advance (see Article 3.2-3).

4. Additional allowances for accommodation and/or daily expenses, for example, can be approved if this allows for the purchase of cheaper flight tickets or other savings and provided that the savings are higher than the additional allowances.
5. The allowance for daily expenses and/or accommodation can be increased by 50% for high-level experts by decision of the authorising officer. In this case this has to be expressly stated in the invitation letter.

Article 6

Prior authorisation of the authorising officer is required for expenses to be incurred by a handicapped expert and the person accompanying him/her which cannot be covered sufficiently by the allowances laid down in Article 4. For this purpose, the handicapped expert shall provide information on the necessary additional expenses in advance to Cedefop. Following the meeting(s) and upon presentation of the necessary supporting documents, reimbursement by Cedefop will be effected.

Article 7

1. Unless stated to the contrary in the invitation letter and in the request for the organisation of the meeting, experts are entitled to an allowance for expenses per day of the meeting and, if necessary, accommodation, provided they state on their word of honour that they do not receive similar allowances from another EU institution/body for the same meeting(s). The responsible authorising officer assures the coherence between the contents of the invitations and the request for the organisation of the meeting.
2. The responsible authorising officer, by a duly motivated decision and on presentation of the required documents may approve reimbursement of expenses incurred by the expert following specific written or oral instructions.
3. Each reimbursement of travel expenses and daily allowance and/or accommodation shall be paid to one and the same bank account.

III – FINANCIAL PROVISIONS

Article 8

1. The payment order is drawn up on the basis of a request for reimbursement, duly completed and signed by the expert and Cedefop's secretary responsible for verifying the attendance of the meeting by the expert.
2. Experts are required to provide to the secretaries of the meetings the documents necessary for reimbursement at the latest within 30 calendar days following the last day of the meeting, as evidenced by the date of postage, the date of the fax or the mail.
3. In the absence of justification and evidence of costs by the expert to Cedefop, non-compliance with the provisions under paragraph 2 relieves Cedefop of any obligation to reimburse travel costs and allowances. This shall be confirmed in writing by the authorising officer.

Article 9

1. Travel expenses are reimbursed in Euro at the prevailing exchange rate of the month of the meeting, as published on the Commission's DG Budget website.

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- arrive at the place of the meeting after 9:00 p.m. (airport) or 10.00 p.m. (rail or other means of transport);
 - return to the place of original departure after 11.00 p.m. (airport, railway station or other means of transport).

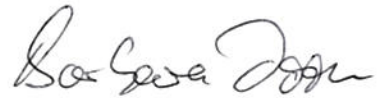
2. Transfer of the allowance for daily expenses and accommodation is made in Euro at the standard amounts foreseen in Article 5. The allowances for daily expenses and accommodation will be reviewed on the basis of any modifications made by the European Commission.

IV – FINAL PROVISIONS

Article 10

1. This decision amends and replaces the decision of 13 June 2008.
2. These rules enter into force upon signature.

5 November 2013



For the Governing Board
The Chair
Barbara Dorn