



## **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 (hereafter referred to as the '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 covers the terms and conditions for the reimbursement of travel and subsistence expenses to outside persons. The definition and assessment of eligibility for reimbursement of these expenses are determined separately on the basis of applicable regulations, Agency decisions and procedures.

The following terms and conditions apply to the reimbursement of travel and subsistence expenses to outside persons invited by the Agency (taking the eligibility for reimbursement into account) in the following cases:

- Outside persons invited by the Agency to participate in a meeting or in a standardisation inspection visit such as:
  - members of the Management Board (and their alternates);
  - members of committees (and their alternates);
  - experts who are members of rulemaking groups that comply to the criteria defined in Work Instruction WI.RPRO.00044 Determination of the Memberships of Rulemaking Groups;
  - authorised personnel and/or national coordinators of Member States in the context of standardisation activities (in application of Paragraph 6 of Article 6 of Commission Regulation (EC) 736/2006<sup>1</sup>) and in the context of the EU SAFA Programme.
- In exceptional cases, that do not fall under the provisions above, to outside persons invited by the Agency as experts to fulfil an essential and leading role in activities organised by the Agency and in the interest of the Agency, such as facilitators to workshops, speakers to conferences or providers of presentations. The activities concerned do not fall under existing contractual obligations of these persons or of their organisations towards the Agency. In these cases, the reimbursement of travel and subsistence expenses to outside persons must be based on a formal decision by the responsible authorising officer or the authorising officer by delegation prior to the invitation in the form of a note to the commitment file. The terms and conditions as defined herein need to be followed.

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<sup>1</sup> Commission Regulation (EC) No 736/2006 of 16 May 2006 on working methods of the European Aviation Safety Agency for conducting standardisation inspections (OJ L 129, 17.5.2006, p. 10).

Any scenarios or cases not foreseen or covered by these provisions shall be notified to the Agency at the earliest convenience (preferably prior to the event), and a decision shall be taken by the authorising officer or the authorising officer by delegation.

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

- when it is not explicitly mentioned in the invitation to the meeting or assignment from the Agency;
- in the case of standardisation inspection visits, 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 a National Aviation Authority (NAA) in the context of certification activities based on the framework contracts with NAAs (in application of Article II.7 and Annex IV of the framework contracts concerned). The travel and subsistence expenses related to these activities are invoiced according to the provisions of the framework contracts. However, the basic principles with regard to the reimbursement of the expenses concerned remain the same.

## 2. Expenses valid for reimbursement

### 2.1. Travel expenses

Travel expenses are reimbursed on the following basis:

- national or international travel from the place of residence or the normal place of work of the person concerned (point of departure) to the meeting place or 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, under certain conditions, on a case-by-case basis, and when clearly specified and agreed upon in advance by the authorising officer or the authorising officer by delegation.

The following types of travel expenses can be reimbursed:

- Air travel (authorised only if travel distance exceeds 400 km or when one is obliged to make a sea crossing):
  - In economy class, at the lowest rates available at the moment of the invitation, taking into account the time of the meeting and/or special features of the assignment for all segments that involve less than four hours of continuous flying. This should allow and facilitate participation in the meeting/assignment and travel during the workweek.
  - In business class or equivalent, at the lowest rates available at the moment of the invitation, taking into account the time of the meeting and/or special features of the assignment for all segments that involve at least four hours of continuous flying. This should allow and facilitate participation in the meeting/assignment and travel during the workweek.

Business class travel can also be accepted where there is physical need recognised by the medical officer of the institution. In this case, supporting evidence needs to be provided to the Agency together with the application form for reimbursement.

- If, exceptionally, for reasons beyond the control of the invitee, seats have to be booked in business class and/or at a higher rate within economy class, and the travel does not include at least one segment involving a minimum of four hours of continuous flying, the expert must produce both the ticket and supporting evidence from the travel agency showing that efforts had been made to avoid additional cost to the Agency. In case of lack of evidence and proper justification travel expenses

will only be reimbursed up to the level of an average price of an economy class ticket for the flight concerned two 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 first class rail (all supplements included).

Where the journey includes more than six hours of night travel between 10 p.m. and 7 a.m., 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 EUR per kilometre). In this case, the registration number of the vehicle used and the full address of the point of departure must be indicated on the application form for reimbursement. The total distance (in kilometres) that needs to be indicated in the application form is to be calculated on the basis of the recommended route on the Viamichelin website<sup>2</sup> or similar.

— Travel by bus or shuttle during main journey:

If the person uses buses, shuttles or other 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.

Expenses with buses, shuttles or other similar types of public transport within the place of the meeting or assignment will not be reimbursed (please see below).

— Travel by taxi:

Taxi costs may only be reimbursed in case of early departure before 7 a.m. from the place of residence to the airport or train station and/or late return after 8 p.m. from the airport or train station to the place of residence. Proof by means of receipts need to be attached to the application form for reimbursement.

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

— Travel by sea:

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 two 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.

— Passports and visa:

The cost of obtaining a visa is only reimbursed on presentation of supporting documents. The cost of obtaining a passport and other related sundry expenses, such as for photographs, are not reimbursable.

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<sup>2</sup> [www.viamichelin.com](http://www.viamichelin.com)

No reimbursement is authorised for:

- local transport expenses (buses, taxis, the Underground, etc.) within the place of the meeting or assignment as they are covered by the daily subsistence allowance;
- travelling time costs;
- motorway tolls and parking fees;
- costs of transporting a car by ferry.

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

However, where public transport is unsuitable, 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 are considered reimbursable expenses and are subject to the terms of payment.

## **2.2. Subsistence expenses**

The subsistence allowance (*per diem*) is paid as a flat rate 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 taxis or other means of public transport).

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

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](http://ec.europa.eu/comm/europeaid/perdiem/index_en.htm)) for the country where the meeting or assignment takes place.

**Conditio sine qua non:** The persons invited may receive the allowance for subsistence expenses if this is stated in the invitation and if 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).

### **One-day assignments**

For one-day assignments of more than six hours duration, 25 % of a full *per diem* will be paid.

### **Multiple-day assignments**

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

For the day of return (which thus includes no overnight stay) from assignments of more than one day (which include overnight stay), and when the return to the point of departure is later than 8 p.m., 25 % of a full *per diem* will be paid.

In the case of standardisation activities (including SAFA inspections), hotel *bookings* (i.e. reservations) for the duration of the assignment will be done under the responsibility of the Agency on the basis of convenience and financial/economic considerations.

Actual *payment* of hotel accommodation should be effectuated by the persons invited to participate in the mission or meeting, as this is covered by the subsistence allowance. In the exceptional case that EASA pays or has paid for the hotel accommodation, whether in the context of inspections or expert meetings, the exact amount of the hotel costs will be deducted from the subsistence allowance to be granted.

When travelling to Cologne, invitees 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.

### **2.3. Exceptions**

In the following cases 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. The total amount of the additional subsistence allowance 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 the person from leaving the place of the meeting or assignment, for which additional proof is required when submitting the application form.
- If the interval between two meetings or assignments is insufficient for the person to return to his/her point of departure. The person has to submit his/her substantiated request for this exceptional subsistence allowance to the contact person of the Agency at the latest two 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 points outlined below.

Invitations to outside persons shall explicitly mention whether or not travel and subsistence expenses are reimbursable, and inform the invitee about the required formalities in case these expenses are reimbursable. In order to obtain reimbursement, the following forms, together with supporting documents, need to be submitted to the Agency within a time limit of three months after the date of the meeting or after the completion of the whole standardisation visit cycle (pre-briefing, visit, and debriefing):

- application form for reimbursement of expenses;
- supporting travel documentation (tickets, invoices, etc.);
- financial identification form (when applicable; please see section 3.3);
- declaration of honour (in case of missing supporting documents);
- signed Appendix 1 or Appendix 2 forms in case of first time application by the organisation or individual (please see below);
- contact details of the person or the organisation requesting reimbursement.

In exceptional circumstances, EASA may agree to reimburse the claim after the three months deadline if it is supported by a clear and substantiated explanation as to why the claim was not provided in due time. In case of submission of the above-mentioned documents after the due date and in the absence of a substantiated and reasonable explanation, the Agency reserves the right not to honour the request for reimbursement of expenses.

### 3.1. Application form for reimbursement of expenses

The application form for the reimbursement of expenses shall be completed and duly signed by the person concerned. It has to be submitted together with the supporting documents and financial identification form (when applicable, please 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 (please see section 4, first indent).

The account to be used for the reimbursement of 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 (please see 3.3).

The actual routes, type(s) of transport, and 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):

- Air travel:
  - the electronic booking;
  - the travel agency's invoice (when applicable);
  - the boarding pass(es);
  - any other documentary evidence in case of exceptional cases mentioned in section 2.1.
- Travel by train:
  - Train tickets.
- Travel by bus or shuttle (only during main journey to the place of meeting or assignment):
  - Bus or shuttle tickets.
- 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 licence plate number.
- Any other receipts or proof confirming travel expenses incurred on the day of departure and the day of return.

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

In that case, the public or private organisation concerned, 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 who is authorised to certify such documents (i.e. certified true copies).

The exception above does not apply to:

- persons who are self-employed; and
- to persons who request reimbursement of travel and subsistence expenses on their personal bank account.

### 3.3. Financial identification form

The financial identification form should clearly state to whom and to which bank account the reimbursement of expenses concerned should be paid.

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

- the person is self-employed;
- the person took part in the meeting or assignment on a personal basis and requests reimbursement of travel and subsistence expenses on his/her personal account;
- or the person has an explicit agreement with the organisation that he/she represents allowing the expenses concerned to 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 by the bank, and submitted together with the signed application form, when:

- it is the **first time** that the organisation concerned (or person / account holder) in the three exceptions mentioned above) requests reimbursement of travel and subsistence expenses for a meeting or standardisation inspection organised by the Agency and the account holder has never submitted the form concerned 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 to the account concerned) 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 a copy) issued by the bank, containing the number and holder of the bank account (account statement, proof of opening of the account, account identification number, etc.), 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 travel and subsistence expenses to the correct bank account.

#### **4. Other provisions**

Reimbursement of expenses will be done in euros by bank transfer. When the amount stated on the application form is expressed in a different currency, the reimbursement of expenses will be done in euros by bank transfer at the rate ruling on the day when the conversion is calculated by using the daily euro rate published in the C series of the *Official Journal of the European Union* ([http://europa.eu/publications/official-documents/index\\_en.htm](http://europa.eu/publications/official-documents/index_en.htm)). Standard information, such as invited person's name and meeting date, will be added to the payment communication. If the account holder needs more precise information, it should be clearly specified on the application form.

The Finance Department may at any time cross-check the statements made in an application for reimbursement with other signatories of the application.

The recipient will be required to repay any sums paid in error.

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.

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

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

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

- in Appendix 1 for private and public organisations whose representatives are invited by the Agency; and
- in Appendix 2 for persons invited by the Agency and participating in a meeting or assignment on a private basis, as a self-employed expert 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**

- FO.EXPOP.00043 Application form for reimbursement of expenses to outside persons — Meetings
- FO.EXPOP.00009 Application form for reimbursement of expenses to outside persons — Standardisation activities
- FO.EXPOP.00016 Financial identification form — Reimbursement of expenses to outside persons

**APPENDIX 1**

Declaration to be signed by the authorised person within organisations (private or public) whose representatives are invited by the Agency to participate in a meeting or assignment.

**TO BE RETURNED TO THE RESPONSIBLE AGENCY STAFF MEMBER BY MAIL.**

**THIS FORMAL DECLARATION HAS TO BE SIGNED AND RETURNED ONLY ONCE.**

SUBJECT: Formal declaration of agreement with the terms and conditions for the reimbursement of travel and subsistence expenses to outside persons (ref. ED Decision 2013/010/F and Annex).

<p>Last name, first name: .....</p> <p><b>is authorised to sign the declaration below on behalf of the following organisation:</b></p> <p>Name of the organisation: .....</p> <p>Official address: .....</p> <p>Town/City: .....</p> <p>Country: .....</p> <p>VAT number: .....</p>
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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 Annex to ED Decision 2013/010/F.

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

After this time limit, our organisation acknowledges that the Agency reserves the right not to honour our request for reimbursement of expenses.

Done at ..... on .../.../...

Signature

## APPENDIX 2

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

**TO BE RETURNED TO THE RESPONSIBLE AGENCY STAFF MEMBER BY MAIL.**

**THIS FORMAL DECLARATION HAS TO BE SIGNED AND RETURNED ONLY ONCE.**

**SUBJECT:** Formal declaration of agreement with the terms and conditions for the reimbursement of travel and subsistence expenses to outside persons (ref. ED Decision 2013/010/F and Annex).

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:*

- Participation in meetings/assignments as a self-employed expert.
- Participation in meetings/assignments on a private basis.
- Request of reimbursement of the expenses concerned on my personal bank 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 Annex to ED Decision 2013/010/F.

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

After this time limit, I acknowledge that the Agency reserves the right not to honour my request for reimbursement of expenses.

Done at ..... on .../.../...

Signature