

*European Aviation Safety Agency*

**DECISION N° 2006/03/Q  
OF THE EXECUTIVE DIRECTOR OF THE AGENCY**

**of 4 August 2006**

**GENERAL IMPLEMENTING PROVISIONS ADOPTING THE PROCEDURE TO BE FOLLOWED TO  
REIMBURSE NATIONAL COORDINATORS AND AUTHORISED PERSONNEL OF MEMBER STATES  
PARTICIPATING TO AGENCY STANDARDISATION ACTIVITIES**

THE EXECUTIVE DIRECTOR OF THE EUROPEAN AVIATION SAFETY AGENCY,

Having regard to Commission Regulation (EC) 736/2006 of 16 May, published in the OJ L 129/10 of 17 May 2006, on working methods of the European Aviation Safety Agency for conducting standardisation inspections.

Whereas:

- (1) The European Aviation Safety Agency, in application of article 6 §6 of the said Regulation, has to bare the expenses arising from the participation of national coordinators and/or authorised personnel of Member States in standardisation activities.

HAS DECIDED AS FOLLOWS:

Article 1

Reimbursement of expenses to NAAs for persons (national coordinators and/or authorised personnel of Member States ) participating in standardisation activities related to Commission Regulation (EC) 736/2006 of 16 May, the travel and subsistence expenses will be reimbursed under the conditions specified in Annex 1.

Article 2

This decision shall enter into force as of the day of its signature and shall be published in the Official Publication of the Agency.

Done at Cologne, 4<sup>th</sup> August 2006

P. GOUDOU

## ANNEX 1

### **Provisions for the reimbursement of travel and subsistence costs**

The NAAs shall be reimbursed travel and subsistence expenses for staff which they have authorised in the context of inspections and investigations carried out by the Agency.

#### **Subsistence allowance**

1. A subsistence allowance will be payable with respect to assignments performed by NAA staff in the context of standardisation activities. Such allowances shall only be payable in respect of the experts listed in the Standardisation Department's Inspectors database in those cases where assignments are carried out away from the expert's normal place of work. The following conditions shall apply to the payment of the allowance:
  - The amount of the allowance, or per diem, is the standard rate published by the European Commission for the country in question (<http://europa.eu.int/comm/europeaid/perdiem/perdiem.pdf>). It is intended to cover all expenses at the place of the assignment, including the costs of accommodation (see next point regarding booking), meals and local travel. For practical reasons an extract relative to the most commonly visited countries has been duplicated in Table 1 below, current on 30/06/2006.
  - In order to ensure that Standardisation teams are located in the same or in adjacent hotels, the accommodation will be booked under the responsibility of the Agency and will respect the hotel ceilings, listed in Table 1 below, which will be updated on a regular basis.
  - The number of daily allowances will be paid calculated on the basis of the scheduled duration of the inspection visit. The per diem is supposed to cover both hotel costs and other subsistence (meals, local travel within the place of mission and sundry expenses) in the case of visits requiring an overnight stay away from the person's place of work. Accommodation is likely to account for the major part of these expenses (see previous point).
  - A full per diem is paid for assignments and/or visits of more than one day for those days which include an overnight stay.
  - 25% of a full per diem is paid for assignments and/or visits of more than one day, for the last day which includes no overnight stay when the return to the point of departure (the normal place of work, or home) is later than 20:00 hrs.
  - 25% of a full per diem is paid for one-day assignments and/or visits of more than six hours duration, when the departure from the place of work is earlier than 07:00 hrs or the return at point of departure is later than 20:00 hrs.
  - For missions to a destination less than 100 km from the normal place of work or for missions of less than six hours duration, no per diem is paid.
2. A subsistence allowance may also be paid in the following circumstances:
  - where the interval between two meetings is insufficient for the expert to return to his/her point of departure;
  - if exceptional circumstances prevent him from leaving the place of assignment;
  - where the expert has travelled on an economy ticket requiring him to spend a certain number of days at the place of assignment.

3. Public transport should be used as the method of local transportation in the place of the assignment. These costs will be covered by the subsistence allowance. Where public transport is unsuitable, however, the hiring of an appropriate vehicle may be proposed. These costs would be included under reimbursable expenses and be subject to the terms of payment detailed below.

### **Reimbursable costs**

1. Reimbursable costs are paid only upon submission of original receipts, invoices, vouchers or other proofs of payment.
2. The costs of national or international travel between the place of assignment and the place of residence of the expert will be reimbursed only upon presentation of the original ticket stub (and, in the case of air travel, the original boarding card). Travel between other destinations may be reimbursed if clearly specified. Travel expenses will be reimbursed on the following basis:
  - a) Rail: the shortest first class return route between the place of residence of the consultant and the place of the assignment. Where the journey includes not less than six hours of night travel between 22.00 hours and 07.00 hours the cost of a twin sleeper will be reimbursed on production of tickets. The cost of seat reservations and transport of necessary luggage as well as supplements for special fast trains will also be reimbursed on production of the relevant tickets and/or vouchers.
  - b) Sea: travel costs related to sea crossing shall be reimbursed upon presentation of proof of payment. The costs related to the transport of a car by ferry shall not be reimbursed.
  - c) Car: if the expert uses his/her own car, the travel expenses shall be reimbursed up to the amount of a first class rail fare (all supplements excluded).
  - d) Air: where appropriate, air fares shall be reimbursed as follows:
    - i. 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 less than four hours continuous flying time;
    - ii. 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 or where there is a physical need recognized by the Medical Officer of the Institution.
3. Taxi fares will not be reimbursed.

Table 1 : Allowance amounts

<b>Country</b>	<b>Hotel ceiling</b>	<b>Allowance amount</b>
<b>Austria</b>	128.58	<b>203</b>
<b>Belgium</b>	117.08	<b>201</b>
<b>Czech Republic</b>	175	<b>230</b>
<b>Cyprus</b>	110	<b>160</b>
<b>Denmark</b>	148.07	<b>240</b>
<b>Estonia</b>	120	<b>190</b>
<b>Finland</b>	140.98	<b>233</b>
<b>France</b>	97.27	<b>170</b>
<b>Germany</b>	97.03	<b>171</b>
<b>Greece</b>	99.63	<b>166</b>
<b>Hungary</b>	165	<b>215</b>
<b>Ireland</b>	139.32	<b>220</b>
<b>Latvia</b>	165	<b>250</b>
<b>Lithuania</b>	170	<b>250</b>
<b>Luxembourg</b>	106.92	<b>189</b>
<b>Malta</b>	115	<b>175</b>
<b>Netherlands</b>	131.76	<b>210</b>
<b>Poland</b>	210	<b>270</b>
<b>Portugal</b>	124.89	<b>194</b>
<b>Slovak Republic</b>	125	<b>175</b>
<b>Slovenia</b>	110	<b>170</b>
<b>Spain</b>	126.57	<b>195</b>
<b>Sweden</b>	141.77	<b>234</b>
<b>United Kingdom</b>	149.03	<b>236</b>
<b>Canada</b>	165	<b>182</b>
<b>Iceland</b>	160	<b>259</b>
<b>Liechtenstein</b>	95	<b>175</b>
<b>Norway</b>	140	<b>205</b>
<b>Switzerland</b>	140	<b>215</b>
<b>Turkey</b>	165	<b>105</b>
<b>United States</b>	200	<b>235</b>
<b>United States - NY</b>	275	<b>375</b>