

## Executive Director Decision

**DECISION N° 2025/001/F  
OF THE EXECUTIVE DIRECTOR OF THE AGENCY**

**of 20 January 2025**

**ON THE GENERAL TERMS AND CONDITIONS FOR THE REIMBURSEMENT OF TRAVEL AND SUBSISTENCE EXPENSES TO  
OUTSIDE PERSONS**

**REPEALING ED DECISION 2013/010/F OF 17 May 2013**

THE EXECUTIVE DIRECTOR OF THE EUROPEAN UNION AVIATION SAFETY AGENCY,

Having regard to the Regulation (EU) 2018/1139 of the European Parliament and of the Council of 4 July 2018 on common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency, and amending Regulations (EC) No 2111/2005, (EC) No 1008/2008, (EU) No 996/2010, (EU) No 376/2014 and Directives 2014/30/EU and 2014/53/EU of the European Parliament and of the Council, and repealing Regulations (EC) No 552/2004 and (EC) No 216/2008 of the European Parliament and of the Council and Council Regulation (EEC) No 3922/91, and in particular Article 104(3)(e) thereof,

Having regard to the Commission Implementing Regulation (EU) No 628/2013 of 28 June 2013 on working methods of the European Aviation Safety Agency for conducting standardisation inspections and for monitoring the application of the rules of Regulation (EC) No 216/2008 of the European Parliament and of the Council and repealing Commission Regulation (EC) No 736/2006.

WHEREAS:

- (1) The European Union Aviation Safety Agency (the Agency), in application of Article 12(5) of the Commission Implementing Regulation (EU) No 628/2013 of 28 June 2013, has to bear the expenses arising from the participation of national coordinators and/or authorised personnel of Member States in standardisation activities;
- (2) The Management Board has decided in its meeting of 17 September 2008 to temporarily cease all reimbursements to rulemaking group members. However, the Management Board decided that reimbursement will nonetheless be considered on a case by case basis for experts whose organisation cannot bear the travel costs;
- (3) Reimbursement of travel and subsistence expenses to National Aviation Authorities (NAAs) in the context of certification tasks are covered by the provisions defined in the respective partnership agreements with the NAAs (Annex 2b of the Partnership Agreement Terms & conditions for the reimbursement of costs incurred by the NAA under Annex 2a, Article 7).
- (4) Reimbursement of travel and subsistence expenses to outside experts invited by the Agency should be considered on a case by case basis taken into account the context of the invitation and the mandate given by the Agency.

HAS DECIDED AS FOLLOWS:

**Article 1**

The general terms and conditions applicable to the reimbursement of travel and subsistence expenses to outside persons included in Annex 1 to this Decision are hereby approved.

**Article 2**

The general terms and conditions determine the validity of travel and subsistence expenses, and the administrative formalities for outside persons invited by the Agency who are eligible to claim reimbursement of travel and subsistence expenses. The eligibility to reimbursement is determined separately on the basis of applicable regulations or an Agency decision.

**Article 3**

On the basis of the relevant regulations and decisions, the general terms and conditions for the reimbursement of travel and subsistence expenses apply to:

- Outside persons invited by the Agency as members of the Management Board, members of other Boards and Committees;
- Staff or other persons from NAAs (national coordinators and/or authorised personnel of Member States) participating in standardisation activities under Commission Implementing Regulation (EU) No 628/2013 and in the context of the EU Ramp Inspection Programme;
- In exceptional cases, members of Rulemaking groups that comply with the criteria defined in the Agency's Work Instruction WI.RPRO.00045 Rule of Procedure for Rulemaking Groups. 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 exceptional cases that do not fall under the above, 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, adviser/contributor to a specific matter/activity, 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 their 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.

**Article 4**

Decision 2013/010/F of the Executive Director of the Agency on the general terms and conditions for the reimbursement of travel and subsistence expenses to outside persons of 17 May 2013 is hereby repealed.



**Article 5**

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

Done in Cologne, 20 January 2025

Florian GUILLERMET



## Annex 1

### 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 Union Aviation Safety Agency (hereafter referred to as the 'Agency') in the context of standardisation or other activities, where such reimbursement is explicitly referred to in the invitation to the meeting or assignment from the Agency.

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 eligible outside persons invited by the Agency 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.00045 Rule of Procedure for Rulemaking Groups;
  - authorised personnel and/or national coordinators of Member States in the context of standardisation activities (in application of Paragraph 5 of Article 12 of the Commission Implementing Regulation (EU) No 628/2013 of 28 June 2013<sup>1</sup>) and in the context of the EU Ramp 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, adviser/contributor to a specific matter/activity, 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. The terms and conditions as defined herein need to be followed.

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<sup>1</sup> Commission Implementing Regulation (EU) No 628/2013 of 28 June 2013 on working methods of the European Aviation Safety Agency for conducting standardisation inspections and for monitoring the application of the rules of Regulation (EC) No 216/2008 of the European Parliament and of the Council and repealing Commission Regulation (EC) No 736/2006 (OJ L 179, 29.6.2013, p. 46–54).

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 shall **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 in all cases.

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 and oversight activities based on the partnership agreements with NAAs (in application of Article 7 and Annex 2b of the partnership agreements concerned). Such expenses are invoiced according to the provisions of the partnership agreements.

## 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 or extension of the days of assignment, for private reasons 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. A price comparison/notional timetable showing how travel would occur and how much it would cost if not combined with private choices shall be provided and issued on the same day as the actual travel offer.

The following types of travel expenses can be reimbursed:

- Air travel (authorised 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 accepting 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 working week.
  - In business class or equivalent, at the lowest rates available at the moment of accepting the invitation, taking into account the time of the meeting and/or special features of the assignment, if the outward or return journey includes at least one segment involving at least four hours' continuous flying time. This should allow and facilitate participation in the meeting/assignment and travel during the workweek. Travellers can choose to fly economy if they wish to.

Business class travel can also be accepted where there is a physical need recognised by the medical doctor. 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 calculated at conditions as similar as possible to those of the primary booking.

— Travel by train:

Rail travel can be booked in first class, using shortest available route (distance or time, whichever more efficient) and choosing the level of flexibility of tickets as required by the nature of the visit. The cost of seat reservations and any supplements necessary for the visit to run smoothly can also be reimbursed on presentation of the supporting documents.

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.

— Travel by car:

Use of private car is discouraged for environmental, safety and cost-efficiency reasons; travellers are advised to use public transport as much as possible. Use of private car is authorised only when the travel is taking place in such circumstances that use of public transport presents clear disadvantages (as confirmed by the Authorising Officer when approving such travel). If the travellers use their own car or a car provided by their employer, the travel expenses are reimbursed on the basis of a kilometric allowance (at rate defined for EASA staff in the EASA Missions and authorised travel policy, currently 0.28 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>.

Motorway tolls and parking fees are reimbursed separately on presentation of supporting documents.

Travellers are required to use appropriate, safe and properly serviced vehicles, insured in accordance with the legislation of the country in which the vehicle is registered. They must comply with the relevant safety rules.

Travellers remain fully liable for any accidents involving their vehicle.

The Agency will not reimburse fines associated with the use of the vehicle. Reimbursement of costs for insurance cover is included in the kilometre allowance referred to above. Travellers remain fully liable for any traffic offence they commit. The Agency will not reimburse fines associated with the use of private car and will not accept any requests for compensation or reimbursement for damage caused to the traveller's car or to a third party.

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

— 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 reimbursement application form.

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.

No reimbursement is authorised for:

- local transport expenses (buses, taxis, metro, trams, etc.) within the place of the meeting or assignment as they are covered by the daily subsistence allowance;
- travelling time costs;
- 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 **current *per diem* rate for international partnerships, published by the European Commission on its website ([https://international-partnerships.ec.europa.eu/funding-and-technical-assistance/guidelines/managing-intervention/diem-rates\\_en](https://international-partnerships.ec.europa.eu/funding-and-technical-assistance/guidelines/managing-intervention/diem-rates_en))**, 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 upon declaration 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, where no overnight stay is necessary, 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 ramp 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 additional subsistence allowance can be paid:

- If the duration of the trip is extended by the invited person to obtain a cheaper ticket. 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 persons to return to their point of departure. The persons have to submit their 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 them about its decision in due time.
- If the person is invited for a long term assignment, which includes weekends, the Authorising Officer may decide in advance, before the start of the assignment, on the reimbursement of a full or a reduced per diem for the weekend period(s).

### 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.)<sup>3</sup>;
- 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

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<sup>3</sup> Hotel invoices are not required and are not considered a prerequisite for the reimbursement of the subsistence allowance;

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 paragraph).

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 section 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 showing price of the ticket;
  - any other documentary evidence in case of exceptional cases mentioned in section 2.1.
- Travel by train:
  - train tickets showing price paid.
- Travel by bus or shuttle (only during main journey to the place of meeting or assignment):
  - bus or shuttle tickets showing the price paid.
- 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.
- Any other receipts or proof confirming travel expenses incurred on the day of departure and the day of return.

Submission of **scanned originals** of the above-mentioned supporting documents is **compulsory**. The originals of the documents should be kept by the traveller for 24 months.

### 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. The signature and stamp of the bank in the financial identification form can be replaced by a bank statement clearly indicating the IBAN/Bank account and the name of the bank account holder. It must be 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.

## 4. Other provisions

Reimbursement of expenses will be done in Euro 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 Euro 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*. Standard information, such as invited person's name and meeting date or mandate/purpose of the invitation, 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 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.

Insurance costs beared by the attendee related to the visits covered by this Decision are not reimbursed by the Agency.

Personal data processed according to this Decision is processed by EASA pursuant to Regulation (EU) No 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. It will be processed solely for the purposes of reimbursement of travel and subsistence expenses by the Agency, without prejudice to possible transmission to internal audit services, to the Court of Auditors, to the European Anti-Fraud Office (OLAF) for the purposes of safeguarding the financial interests of the European Union. The outside person invited to EASA shall have the right to request from EASA access to, rectification or erasure of his/her personal data or restriction of processing. The outside person invited to EASA also has the right to object to processing of his/her personal data. More information on how to exercise their rights can be found on the following link: <https://www.easa.europa.eu/en/data-protection> (Ref: 089). Should the outside person invited to EASA have any queries concerning the processing of his personal data within the scope of this Decision, he/she shall address them to the Agency at the following address: dpo [at] easa.europa.eu. The Applicant shall have right of recourse at any time to the European Data Protection Supervisor.

## 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 a public or private 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 personal account (Appendix 2).

## 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 visits
- 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 2025/001/F and Annex 1).

Last name, first name: .....
<b>is authorised to sign the declaration below on behalf of the following organisation:</b>
Name of the organisation: .....
Official address: .....
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 Annex 1 to ED Decision 2025/001/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 Union 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.

We have read the privacy notice on how EASA processes personal data at <https://www.easa.europa.eu/en/data-protection/expenditure-management>.

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 2025/001/F and Annex 1).

<p>Last name, first name: .....</p> <p><i>Please further complete the name of the body or meetings in which you participate:</i></p> <p>Acting as a member or expert of/for .....</p> <p><i>Please indicate what applies to you:</i></p> <p><input type="checkbox"/> Participation in meetings/assignments as a self-employed expert.</p> <p><input type="checkbox"/> Participation in meetings/assignments on a private basis.</p> <p><input type="checkbox"/> Request of reimbursement of the expenses concerned on my personal bank account.</p>
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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 1 to ED Decision 2025/001/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 Union 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.

I have read the privacy notice on how EASA processes my personal data at <https://www.easa.europa.eu/en/data-protection/expenditure-management>.

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

Signature