

**FAQs:**

[E - Charging of travel costs, Fees & Charges — FAQ](#)

**Question:****E.4 - Transport costs****Answer:**

Further to the Agency's travel policy, all experts must use the most appropriate and cost-effective means of transport. As far as possible, public or shared transport shall be used.

**Air travel:**

All flight tickets shall be booked according to the following conditions:

- 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 up to four hours continuous flying time;
  - 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
- If lower fare prices require a weekend stay (Sunday rule), additional per diems may be charged.

**Rail travel:**

All journeys shall be booked in first-class, taking the shortest and most cost-effective route.

**Last updated:**

27/01/2020

**Link:**

<https://www.easa.europa.eu/mt/faq/19349>