

European Aviation Safety Agency

DECISION N° 2005/01/ADM

OF THE EXECUTIVE DIRECTOR OF THE AGENCY

of 4 February 2005

General implementing provisions adopting the procedure to be followed to reimburse persons invited by the European Aviation Safety Agency as experts, members of the Management Board and members of other Committees.

THE EXECUTIVE DIRECTOR OF THE EUROPEAN AVIATION SAFETY AGENCY,

HAS ADOPTED THE FOLLOWING PROVISIONS:

Article 1

The procedure to be followed to reimburse travel costs to persons invited by the European Aviation Safety Agency as experts, members of the Management Board and members of other Committees contained in the Annex is hereby approved.

Article 2

These provisions repeal and replace former decision (ED Decision 2003/03/ADM) adopted by the European Aviation Safety Agency.

These provisions shall enter into force on 4th February 2005

Done at Cologne, on 4th February 2005

P. GOUDOU
Executive Director

ANNEX

**GENERAL IMPLEMENTING PROVISIONS ADOPTING THE PROCEDURE TO BE
FOLLOWED TO REIMBURSE PERSONS INVITED BY THE EUROPEAN
AVIATION SAFETY AGENCY AS EXPERTS, MEMBERS OF THE MANAGEMENT
BOARD AND MEMBERS OF OTHER COMMITTEES.**

Adopted by the Executive Director Decision n° 2005/01/ADM

The previous Decision ED Decision 2003/03/ADM adopted by the European Aviation Safety
Agency

IS HEREBY REPEALED

1. ADMINISTRATIVE FORMALITIES

Attention is drawn to the need to **comply strictly** with the following formalities.

1.1. Application form for reimbursement

For *each* meeting, an application form shall be filled in and signed by the expert. The **original return ticket** must be sent to the European Aviation Safety Agency services to reimburse travel expenses in conformity with the effectively price paid. The experts, members of Management Board and members of other Committees must ensure that the fare is shown on the tickets, or else provide the **relevant invoice**.

1.2. Bank identification¹

In order to register a new bank account (i.e. for the *first* payment by the European Aviation Safety Agency into *this* account) or to amend banking data, the following **must** be submitted in paper form to the meeting secretary:

- either a document (or copy) issued by the bank and containing the following data: the number and holder of the bank account (account statement, proof of opening of the account *or* account identification number, ...), together with the attached financial information sheet duly completed and signed by the account holder;
- or, if the above is not possible, the attached financial information sheet duly completed and signed by the account holder and the bank.

This/These document(s) must be provided to enable the European Aviation Safety Agency services to reimburse costs.

¹ For States representatives, a governmental bank account should be given

2. TRAVEL EXPENSES

Travel expenses are reimbursed on the following basis:

Always from the departure point stated in the invitation and the meeting place.

Air travel: (authorised only if distance > 400 km or journey involving a sea crossing):

In **economy class**, on the basis of the most economical fare available at the moment of the invitation and allowing participation to the meeting and travel during the workweek.

If, exceptionally, for **reasons beyond the control of the person invited by the European Aviation Safety Agency**, seats have to be booked in business class and/or higher rate, the expert must **produce with the ticket supporting evidence from the travel agency**.

Travel by train and by car:

Train: on the basis of the shortest and most economical route in 1st class rail.

Car: on the basis of the kilometric allowance (0,22€/per kilometre).

No reimbursement authorised for:

- Taxi fares / Parking fees
- Cost of transporting a car by car-ferry

3. SUBSISTENCE EXPENSES

CONDITION SINE QUA NON: The persons invited may receive the allowance for subsistence expenses provided that this is stated in the invitation and that 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.

The subsistence allowance is a standard amount of **149,63 €** due **per day of meeting**, covering **all** expenses at the place where the meeting is held, including the cost of accommodation, meals and local travel.

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

If the person invited travels with a reduced price ticket requiring spending more days at the meeting place, a supplementary allowance may also be paid. The total amount of the additional subsistence allowances 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).

OTHER PROVISIONS

- (1) Reimbursement of expenses will be transferred by bank in **Euro**. A standard information (invited person's name, place and meeting date) will be added to the payment communication. If the account holder needs more precise information, please specify it clearly on the application form.
- (2) A postal address will be required for mailing purposes in order to send you information on reimbursement and confirmation of registered bank data.
- (3) Financial department may at any time crosscheck the statements made in an application for reimbursement with other signatories of the application.
- (4) The recipient will be required to repay any sums paid in error.
- (5) No moral, material or bodily harm incurred by the person in the course of the journey or stay in the place where the meeting is held may be the subject of a claim against the European Aviation Safety Agency unless it can be imputed to it.
- (6) Persons using their own vehicle will remain fully liable for any accidents in which they may be involved.