



EEA REIMBURSEMENT POLICY FOR EXPERT MEETING EXPENSES

WHO?

- ▶ Anyone from outside the European Environment Agency who is invited to give a specific professional opinion in a committee, an expert group or by personal invitation, wherever the location of the meeting;
- ▶ Anyone responsible for accompanying a disabled person who has been invited by the European Environment Agency to attend a meeting in an expert capacity.

Experts may be private-sector experts (representing the civil society) or government experts (representing a public authority of an EEA Member State or EEA cooperating country).

WHAT?

Unless stated otherwise in the invitation letter, the expert shall be entitled to a daily allowance for each meeting day and, where appropriate, accommodation coverage, on the condition that the expert declares on their honour that he/she is not receiving a similar allowance or reimbursement in respect of the same journey or stay from the same institution, another organisation or person.

TRAVEL EXPENSES

EEA advises:

Please book your travel and accommodation via the EEA's travel agent, BCD Travel, using the booking form provided with your invitation. BCD Travel will charge the travel expenses directly to the EEA, avoiding your needing to claim reimbursement and unnecessary paperwork.

Travel is booked and expenses reimbursed on the following basis:

Always from the departure point cited in the invitation (either the expert's private or professional address) to the meeting place, and return. This travel must be organised on the basis of the most appropriate means of transport at the most economic fare available at the time of the invitation.

As a general rule, permissible means of transport are:

- ▶ *Economy class air travel for distances of more than 400 km (one way). Business class is permitted for flights of 4 hours or more **without** stopovers;*
- ▶ *First-class rail travel for journeys less than 400 km (one way);*
- ▶ *Use of private car. The travel shall be reimbursed at the rate of EUR 0.22 per km, up to a maximum of the cost of a first-class rail ticket.*

If you wish to travel from a different departure point or extend your stay at the meeting venue, BCD Travel is able to arrange this for you, but you will need to pay them directly for any additional costs.

If you book your travel privately or via your institution, the EEA will reimburse your expenses on submission of a reimbursement claim and the **ORIGINAL** supporting documents:

- ▶ Tickets and invoices; in case of online bookings, a printout of the electronic reservation;
- ▶ Boarding pass, for online check-in a screen shot or print out is acceptable (the boarding pass is not required for travel booked through the EEA's travel agent).

Original documents supplied must show the class of travel used, correct flight itinerary and exact amount paid. Flight expenses will be reimbursed at the lesser of the actual cost and a schedule of typical airfare prices provided to the EEA by BCD Travel.

ACCOMMODATION - only when required

 **EEA advises:**

If you need accommodation to attend the meeting, please book your hotel stay via BCD Travel, who will send you your hotel booking voucher and settle the expenses directly with the hotel.

If you book your travel privately or via your institution, reimbursement may be claimed against provision of an original receipt. The cost of accommodation shall be reimbursed up to the ceiling of EUR 173 per night, excluding breakfast, for meetings in Copenhagen and at the ceiling stated in your invitation for meetings in other countries. Where breakfast is included in the hotel rate, an amount of EUR 15 will be deducted from the daily allowance. The number of reimbursable nights may not exceed the number of meeting days +1.

If the distance between the place of departure cited in the invitation is 100 km or less from the place where the meeting is held, no cost for accommodation shall be reimbursed.

DAILY ALLOWANCE

The daily allowance is a flat rate covering all meals and local transport (bus, tram, metro, taxi, parking, motorway tolls, car on ferry, etc.), as well as travel and accident insurance. The allowance amounts to **EUR 100 per full day of meeting** or EUR 50 per half day of meeting.

If the distance between the place of departure cited in the invitation is 50 km or less from the place where the meeting is held, the daily allowance shall be reduced by 50%, equivalent to 50 EUR per day of meeting.

In the case where a meal is offered by the European Environment Agency (lunch or dinner), an amount of **EUR 25** per meal will be deducted from the daily allowance.

HOW TO APPLY FOR REIMBURSEMENT?

As an invitee you must sign the meeting attendance list and provide the EEA meeting secretary with all **documents necessary for reimbursement on the day of meeting** (please find documents attached). If this is not possible, documents must be received by the EEA no later than **60 calendar days** after the final day of the meeting. Beyond this deadline, the EEA will not reimburse travel expenses or pay any allowances.

Reimbursements shall be made in Euro, where appropriate at the exchange rate applying on the day of the meeting.

All reimbursements shall be made **to one and the same bank account**. For government experts, reimbursements shall be paid into an account in the name of the country, one of its ministries or a public body, unless agreed otherwise.

Privacy statement:

http://ec.europa.eu/budget/library/contracts_grants/info_contracts/privacy_statement_en.pdf

Please note: The European Environment Agency shall not be liable for any material, non-material or physical damage suffered by invited experts or those responsible for accompanying a disabled expert in the course of their journey to or during the stay at the place where the meeting is held, unless such harm is directly attributable to the European Environment Agency. In particular, invited experts who use their own means of transport for travelling to such meetings shall be entirely liable for any accidents that they might cause.

The EEA Travel Service shall have the right to carry out checks that might be needed to confirm the validity of any claim and to request proof from the expert required for this purpose. They shall also have the right, where it appears to be justified, to restrict reimbursement to the rates normally applied to the usual journey from the expert's place of work or residence to the meeting place.