



## 1. EEA TRAVEL AND REIMBURSEMENT POLICY FOR MEETINGS AND INTERVIEWS

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 Environment Agency in order to reimburse travel expenses in conformity with the effective price paid. The experts must ensure that the fare is shown **on the tickets**, or else provide the **relevant invoices**.

### 1.2 Bank identification

In order to register a new account (i.e. for the *first* payment by the European Environment 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 Environment Agency services to reimburse costs **within 3 months** after the meeting.

## 2 Travel expenses

Travel expenses are reimbursed on the following basis:

Always from the departure point as stated in the invitation to 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 work week.

If, exceptionally, for **reasons beyond the control of the person invited by the European Environment Agency**, seats have to be booked in business class and/or higher rate, the expert must **produce the evidence to support more expensive tickets from the Travel Agency**.

#### **Travel by train and by car:**

**Train:** on the basis of the shortest and most economical route in 1<sup>st</sup> class rail.

**Car:** on the basis of the kilometric allowance (0.22 EUR per kilometre).

No additional reimbursement authorised for:

- Taxi fares / parking fees / local transport
- Cost of transporting a car by car-ferry since covered in daily allowance.

### **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 daily allowance is a standard amount of **220 EUR per full day of meeting** covering **all expenses** at the place where the meeting is held, including the cost of accommodation (one night per meeting day), meals and local transport incl. taxi. In case a meal is offered (lunch or dinner), a reduction of **24 EUR** per meal is made. In case there is no possibility to return home on the day the meeting ends, the cost of the additional night will be reimbursed against a receipt **up to 148 EUR**.

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.

#### **OTHER PROVISIONS**

1. Reimbursement of expenses will be transferred by bank in EURO. 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. Financial department may at any time crosscheck the statements made in an application for reimbursement with other signatories of the application.
3. The recipient will be required to repay any sums paid in error.
4. 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 Environment Agency unless it can be imputed to it.
5. Persons using their own vehicle will remain fully liable for any accidents in which they may be involved.