

Explanatory note on EEA reimbursement procedures in connection with the meetings organised by EEA for West Balkan experts.

As an European Union Agency we are governed by a set of rules and regulations when it comes to payment procedures in general and to the cash advance payments specifically. We are aiming to clarify the current way of handling the reimbursements/payments for West Balkan experts participating at the EEA/Eionet meetings by following the steps below:

- First priority for EEA is to use normal bank transfers – as used in the case of all EEA member country meeting-related reimbursements – therefore bank transfers are the default option.
- Flight tickets and hotel accommodation (possibly with breakfast included if acceptable) are to be booked via our travel agency Seneca by using the ticket order forms provided to participants together with the meeting invitations.
We have several reasons for using Seneca; firstly because we aim to facilitate your travel planning and also because when using Seneca ticketing, we can also offset the flight CO2 emissions. Furthermore, participants will be able to minimise the use of own funds for the travelling and subsistence.
- EEA will give priority to West Balkan experts meeting reimbursement claims in order to make the bank payment procedure faster but West Balkan participants must let us know that they need an accelerated reimbursement when handing in their reimbursement claims.
- As the last possible option we are also able to pay out cash advances in meetings taking place in EEA premises in Copenhagen – but only by special request and only in those cases where flight tickets and accommodation are ordered through our travel agency Seneca, in order to minimise the amount to be paid in cash.
- In case we organise a meeting or a workshop in the West Balkan region, we aim to cooperate via the local NFPs and then we will consider case-by-case with them how to tackle the reimbursement issue.