



## **EEA GUIDELINES FOR PARTICIPANTS TO EXPERT MEETINGS:** **TRAVEL ARRANGEMENTS AND REIMBURSEMENT**

### **INTRODUCTION**

The EEA can arrange travel and accommodation and provide reimbursement of expenses for participants to its expert meetings. This guideline advises participants on the steps they need to take to request travel and receive reimbursement. In addition, it gives the EEA policy regarding the booking and reimbursement of travel and accommodation.

### **STEPS TO TAKE TO REQUEST TRAVEL AND RECEIVE REIMBURSEMENT**

**Send request to BCD Travel:** Please complete the attached travel request form and send it directly to the EEA's travel agency, BCD Travel, at their email address [eea@bcdtravel.it](mailto:eea@bcdtravel.it). They will then book and arrange payment of your flights, other travel arrangements and hotel accommodation.

**Submit reimbursement application form:** Please complete and sign the attached reimbursement application and give it to the meeting secretary when you arrive for the meeting or scan and send it by email to the meeting secretary prior to the meeting.

**Sign meeting register:** Please sign the meeting attendance list on each day of the meeting to receive reimbursement.

**If you have not been reimbursed by the EEA before, please complete the following two forms:** (Also if you have changed your bank account or not attended an EEA meeting for more than 2 years.)

*Financial identification form:* Please complete and sign the attached financial identification form. Please also arrange for your bank to stamp it, or attach a copy of a recent bank statement, which includes your IBAN code.

*Legal entity form:* Please complete and sign the attached legal entity form. Please note that there are three types of form (Individual, Public Law Body and Private Company), use the appropriate one. Please also attach the relevant identification required (a copy of your passport if receiving reimbursement personally).

To speed up reimbursement, the documents can be scanned and emailed to the meeting secretary prior to the meeting.

### **If you make your own travel arrangements:**

If you are required to book your travel via your institution or personally book and pay it, the EEA will reimburse the expenses, providing original supporting documentation is attached, and up to certain limits: flight reimbursement will be limited to a schedule of typical airfare prices for regular routes or a comparison quote provided by the EEA's travel agent. Hotel accommodation is limited to a ceiling of EUR 173 per night (excluding breakfast) for Copenhagen and set ceilings for meetings in other countries.

## EEA TRAVEL REIMBURSEMENT POLICY FOR EXPERT MEETINGS:

### 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 travel, accommodation where appropriate, and a daily allowance for each meeting day (or half day) to cover meals, local transport and other incidental expenses, on the condition that you declare that you are not receiving a similar allowance or reimbursement in respect of the same journey or stay from any other source.

### TRAVEL EXPENSES

Travel is booked and expenses reimbursed on the following basis:

Always from the departure point cited in the invitation (either your 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 0.28 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 against a comparison quote provided by BCD Travel.

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).

The original documents must show the class of travel used, correct flight itinerary, exact amount paid and currency of payment.

The actual cost of flight expenses will be reimbursed up to a schedule of typical airfare prices for regular routes or a comparison quote provided by the EEA's travel agent.

## **ACCOMMODATION** - when required

If you book your accommodation 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.

In order to contain accommodation costs, the EEA will normally cover only one night per meeting day and expect participants to return home on the evening of the last meeting day. However, if no suitable transport is available on the evening of the last meeting day, the EEA will cover an extra night. If participants choose to stay longer for private reasons, any extra nights will be at their own cost.

If the distance between the place of departure and the meeting venue is 100 km or less, no cost for accommodation will 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 meeting day** or EUR 50 per half meeting day.

If the distance between the place of departure and the meeting venue is 50 km or less, the daily allowance will be halved to 50 EUR per meeting day.

Where a meal is offered by the EEA (lunch or dinner), an amount of **EUR 25** per meal will be deducted from the daily allowance.

## **HOW TO APPLY FOR REIMBURSEMENT?**

As a participant you must sign the meeting attendance list and provide the EEA meeting secretary with all **documents necessary for reimbursement either on the day of meeting or by email prior to the 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](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.