

This information sheet is a summary of the Rule* on the reimbursement of expenses incurred by people from outside the Commission invited to attend meetings in an expert capacity.

WHO ?

Who is entitled to a reimbursement of expert's expenses?

- anyone from outside the Commission 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 Commission 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 a Member State).

WHAT ?

Unless stated otherwise in the letter of invitation and the request to organise the meeting, private-sector experts shall be entitled to a daily allowance for each day of the meeting and, where appropriate, an accommodation allowance, **on condition that they declare on their honour that they are not receiving a similar allowance or similar allowances from the same institution or another Community institution for the same visit.**

Government experts shall receive a daily allowance for each day of the meeting and, where appropriate, an accommodation allowance, **provided that provision for this is made in the rules of procedure of the committee or expert group** and **on condition that they declare on their honour that they are not receiving a similar allowance or similar allowances from their own administration for the same visit.**

Travel expenses

All experts shall be entitled to the reimbursement of their travel expenses from the place specified in their invitation to the place of the meeting. This travel must be organised on the basis of the most appropriate means of transport and trying to benefit from the most economical travel rates.

The services in charge of reimbursements shall have the right to carry out any checks that might be needed and to request any 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. So please do be careful when organising your trip.

As a general rule, means of transport are:

- first-class **rail** travel for journeys **less than 400 km** (one way);
- **economy class air** travel for distances of **more than 400 km**. **Business class** is allowed for a flight of **4 hours or more without stopovers**;
- **private car**. The travel shall be reimbursed at **the same rate as the first-class rail ticket**, or by default at the rate of **0.22 € per km**.



Travel expenses shall be reimbursed on presentation of **ORIGINAL** supporting documents:

- tickets and invoices;
- in the case of online bookings, the printout of the electronic reservation;
- boarding cards for the outward journey.

The documents supplied must show the **class of travel** used, the **time of travel** and the **amount paid**.

► Taxi fares shall not be reimbursed.

The Commission 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 stay in the place where the meeting is held, unless such harm is directly attributable to the Commission.
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.

Daily allowance

The **daily allowance** is a **flat rate**. It covers all meals and local transport (bus, tram, metro, taxi, parking, motorway tolls, etc.), as well as travel and accident insurance. It amounts to 92 € per day of meeting.

If the distance between the place of departure cited in the invitation (be it your private or professional address) is 100 km or less from the place where the meeting is held, the daily allowance shall be reduced by 50%. You shall then only receive 46 € per day of meeting.



Accommodation allowance



If you have to spend one or more nights at the place where the meeting is held because the times of meetings are incompatible with the times of flights or trains, you shall also be entitled to an accommodation allowance. This allowance shall be **100 € per night**. The number of nights may not exceed the number of meeting days + 1.

An additional accommodation allowance and/or daily allowance may, **exceptionally**, be paid if prolonging the stay would enable you to obtain a reduction in the cost of transport worth more than the amount of these allowances.

HOW ?

You must provide the secretaries of the meeting with the **documents necessary for their reimbursement, as required** by the financial rules applicable in the Commission, **by letter, fax or e-mail postmarked or dated no later than 30 calendar days after the final day of the meeting.**

Beyond this deadline, the Commission is absolved from any obligation to reimburse travel expenses or pay any allowances.

Reimbursements shall be made in euros, where appropriate at the rate of exchange 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 Member State, one of its ministries or a public body.

