COMMISSION OF THE EUROPEAN COMMUNITIES

Brussels, 18.11.2008
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COMMISSION DECISION

of 18.11.2008

General implementing provisions adopting the Guide to missions for officials and other servants of the European Commission
2. CORPORATE CREDIT CARD AND ADVANCES ON MISSION EXPENSES

2.1. Corporate credit card

The credit card which the Commission provides free of charge to staff going on mission should be the preferred means of paying for mission expenses (hotels, restaurants, congresses, conferences, local transport, taxis, etc.). Payments using the card are debited 60 days after the end of the month in which the payment was made from the account into which the cardholder’s salary is paid and mission expenses reimbursed.

A credit limit of EUR 5,000 has been placed on use of the card. This limit may be increased temporarily on application by the card holder, stating reasons, to the Head of the Missions Unit in the PMO. When mission expenses incurred using the corporate credit card are reimbursed, the exchange rates applied are automatically increased by the rate applied by the issuing bank to ensure that staff are paid an amount approximating as closely as possible to that debited by the credit card company.

Credit cards are issued after a contract has been signed between the staff member going on mission and the credit card issuer selected by the Commission. The PMO must approve each request. The card issuer must process personal data in accordance with the national legislation transposing Directive 95/46/EC and demonstrate to the Commission departments and the individual staff members concerned that this is the case.

The staff member remains directly liable for any amounts not paid to the card issuer.

For more information, see http://www.cc.cec/pers_admin/missions/before_dep/credit_en.html.

2.2. Advances

Staff members who do not wish to use a corporate credit card may request an advance for any mission of more than three days for which they expect to bear expenses of more than EUR 1,000. Corporate credit card holders may also request an advance in situations where the card cannot be used (e.g. technical constraints, long-stay missions, advance payments, etc.).

In no circumstances can advances exceed 80% of the estimated total expenditure indicated in the travel order.

Any sums paid by way of an advance will be deducted from the amounts reimbursed to cover mission expenses.

2.3. Advances not used

If an advance has been paid to a member of staff for a mission that is subsequently cancelled, the amount of the advance is to be automatically deducted from a subsequent salary payment.

3. TRANSPORT

3.1. General rules

Staff travelling on mission must use the most appropriate and cost-effective means of transport for achieving the purposes of the mission in the interests of the service. Particular attention should be paid to the degree of flexibility required for the tickets booked through the travel agency in view of the direct bearing this has on the rates applied. For missions that are organised well in advance and are unlikely to be cancelled, staff should book their tickets at the earliest opportunity in order to take advantage of the best rates offered by the agency.