

Ms Martínez Ortiz

Email: ask+request-7629-ceed031e@asktheeu.org
sent by email only

31 January 2020

Ref: 01-2020

Subject: Access to documents request

Dear Ms Martínez Ortiz

We acknowledge receipt of your request dated 30 January 2020 with subject request for access to documents – namely ‘Travel expenses of EIT Director for the period 1 January 2017 to 31 December 2018 inclusive’. Your request was registered on 30 January 2020 under reference number Ref.: 01/2020. This reference number will be used for all correspondence related to your request.

The documents requested should contain the following information:

- Place of origin and destination, and the amount spent on travel or transportation;
- Exact dates and duration of the trip;
- Amount spent on accommodation;
- Amount spent on subsistence;
- Other information, such as possible miscellaneous costs.

If the travel was by air taxi and a team of people were travelling, please also provide documents with details on the other travellers (at a minimum, names and job titles).

We will deal with your request in accordance with the principles and limits established in Regulation (EC) 1049/2001 regarding public access to European Parliament, Council and Commission documents ('the Regulation'), as applicable to the EIT pursuant to Article 13 of Regulation (EC) No 1292/2013.

In accordance with the Regulation, you will receive a reply within 15 working days. The EIT may extend this period by a further 15 working days in exceptional circumstances in accordance with the Regulation.

Should such an extension be applied, you will be informed of the extension and the related reasons in due course.

Yours sincerely

Tzvetan Zafirov

Head of EIT Finance & Services Unit