

REIMBURSEMENT OF EXPERT'S EXPENSES

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

Private-sector experts (representing the civil society) and **governmental experts** (representing a public authority of a Member State) who is invited to the meeting are entitled to a reimbursement of expert's expenses (including anyone responsible for accompanying a disabled person invited to attend a meeting in an expert capacity) The number of covered governmental experts depends on the invitation - usually one per Member State.

The expert's expenses concern travel expenses and subsistence expenses.

TRAVEL EXPENSES

The private experts and the governmental expert will be reimbursed for their travel expenses from their place of origin 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 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.

Means of transport are:

- **First-class rail** travel for journeys **shorter than or equal to 400 km** (one way);
- **Economy class air** travel for distances of **more than 400 km**. **Business class** is allowed for a journey involving a flight of **4 hours or more without stopovers**;
- The cost of travel by **private car** 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 will be reimbursed on presentation of **supporting documents**: tickets and/or invoices. These must show the class of travel used, the time of travel and the amount paid. Taxi fares and parking will not be reimbursed.

SUBSISTENCE EXPENSES (for private experts only)

Unless stated otherwise in the letter of invitation, **private-sector experts will 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.

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 will also be entitled to an accommodation allowance on basis of proof by the travel agency or airline.

This allowance will be **100 € per night**. The number of nights may not exceed the number of meeting days + 1, i.e. the night before and after the meeting.

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 origin (be it your private or professional address) is 100 km or less from the place where the meeting is held, the daily allowance will be reduced by 50% (46 €).

PROCEDURE TO BE REIMBURSED

You must connect to the IT system AGM with your EU Login (ex-ECAS) to fill in the electronic form and insert **documents necessary for the reimbursement, as required** by the financial rules applicable in the Commission, **no later than 30 calendar days after the final day of the meeting**.

Beyond this deadline, the Commission is no longer required to reimburse travel expenses or pay any allowances.

Reimbursements will be made in euros, where appropriate at the rate of exchange in the month of the meeting. All reimbursements will be made to one and the same bank account. For governmental experts, reimbursements will be paid into an account in the name of the Member State, one of its ministries or a public body. Payment on a private bank account is allowed only with an authorisation from the Ministry.

The Commission will 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 will be entirely liable for any accidents that they might cause.