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**DECISION No 7-2004 OF THE COURT OF AUDITORS CONCERNING THE  
REPRESENTATION AND RECEPTION EXPENSES OF ITS MEMBERS**

**THE EUROPEAN COURT OF AUDITORS,**

Having regard to Decision No 90-21 of the Court of 23 March 1990 concerning the representation and reception expenses of its Members;

Having regard to the Court's discussions at the closed meetings of 15 January and 22 April 2004,

**HAS DECIDED :**

Article 1

The appropriations entered in the budget under the item "Representation and reception expenses of the Members of the institution" shall be committed and managed by the President of the Court.

Article 2

At the beginning of each financial year, once the Members have been consulted, the appropriation shall be divided into two parts:

- the first, Part A, shall be reserved for representation and reception expenses authorised by the President on behalf of the Court as a whole. Expenses shall be charged to this portion of the appropriations every quarter on the basis of declarations accompanied by supporting documents and stating the date, place, name and capacity of the main guest(s), the number of other participants and how this invitation serves the interests of the Court.
- requests to charge representation and reception expenses to Part A of the appropriations earmarked for these expenses must be given prior authorisation, save in exceptional circumstances, by the President of the Court.
- the second, Part B, shall be reserved for general representation and reception expenses incurred by the Members in their capacity as Members of an institution. These expenses shall be reimbursed at the end of each quarter on the basis of the relevant declarations accompanied by receipts or other written proof deemed to be equivalent and showing the date of the invitation, the number of guests and the capacity of the main guest. When

Members, in response to an invitation or on any other occasion, are themselves required to give a present, the capacity and name of the host must be stated on the relevant reimbursement claim; the same requirement shall apply in the case of any other present given in an official capacity.

### Article 3

At the beginning of each financial year, the appropriations earmarked for Part B shall be divided between the Members in the form of restrictive quotas, proportional to their basic salaries, relating simultaneously to the first three quarters. For the fourth quarter, the appropriations that remain will again be divided.

### Article 4

The President shall make a written annual report to the Court on the use of these appropriations.

### Article 5

Appropriations which have not been used by the end of the year may be used for making purchases before the year-end in anticipation of future receptions.

### Article 6

For receptions held at home, the Court shall reimburse the expenses incurred, up to the amount evidenced by the supporting documents submitted.

### Article 7

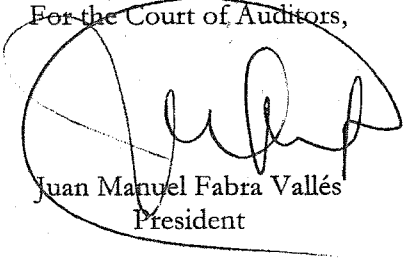
On behalf of the President of the Court and on his authorisation, on a case-by-case basis, the Secretary-General shall also be authorised, as part of his functions, to commit representation and reception expenses chargeable to Part A.

### Article 8

This decision annuls and replaces Decision No 90-21 of 23 March 1990 of the Court of Auditors; it shall come into force on 22 April 2004 and shall be notified to the President and Members of the Court.

Luxembourg, 29 AVR. 2004

For the Court of Auditors,



Juan Manuel Fabra Vallés  
President