



EUROPEAN COMMISSION

Directorate-General for Communications Networks, Content and Technology

Media Policy

Media Convergence and Social Media

Brussels, 02 March 2018

NOTE TO THE ATTENTION OF HIGH LEVEL EXPERTS GROUP ON FAKE NEWS

Subject: Rules on reimbursement

Below you will find some general explanation on the process of reimbursement.

1/ AGM system

2/ General Rules

3/ Specific rules

1/ AGM system

As most of you already know, AGM is a new online system for preparing and organising meetings. The system offers an electronic workflow for the invitation and reimbursement processes.

How to use AGM?

Before the meeting

- As participant you receive a notification from AGM for the upcoming meeting.
- Click the link inside the email to access AGM and the meeting information.
- The first time you should create an EU-LOGIN (ECAS) account (the user identification system in the Commission).
- Participants will be notified that their name has been put forward to attend a meeting and need to accept or decline the invitation
- As a reimbursable participant, acceptance of the invitation constitutes a commitment on your part to use AGM

- Participants entitled for reimbursement will be informed to enter their bank account details and can start encoding their expenses claim

After the meeting

- After the organiser validates the bank account and confirms the attendance to the meeting, participants can submit within 30 days their reimbursement request online including:
 - Travel details
 - Travel expenses
 - Add supporting documents (justification expenses/tickets/bills etc...)
- A notification is sent to participants when the transfer for payment is sent to SWIFT.

Links

- The AGM Portal
<http://ec.europa.eu/tools/agm>
- Assistance?

Introduction to AGM Video (recommended)

<http://ec.europa.eu/tools/agm/en/support/general/introduction-agm>

FAQ, Manual, this presentation

<http://ec.europa.eu/tools/agm/en/support/general/fo>

Help on EU-LOGIN (ECAS) account creation

<http://ec.europa.eu/tools/agm/en/support/Registering in AGM/fo>

Dedicated support team to help on technical issues

<http://ec.europa.eu/tools/agm/en/support/contact us>

2/ General Rules

See general rules regarding:

- Travel expenses
- Accommodation expenses (Flat rate of 100€ - doesn't matter the price paid at the hotel/B&B, Airbnb...)
- Daily allowance (lump sum of 92€ - covering local transport on the day of the meeting, lunch, taxis...)



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_experts_en.pdf

3/ Specific rules

For HLG on Fake news' meetings, the schedule allows experts to arrive the day before the meeting. Experts will receive an accommodation allowance for maximum 2 nights.

Experts are entitled to the reimbursement of their travel expenses from the place of their place/organisation to the meeting location and back. Taxi fees shall not be reimbursed. This is covered by the daily allowance.

If the expert do not follow this rule (change of point of departure/return), prior authorisation should be requested to the organiser on time for the reimbursement of the alternate. If the price between the two destinations is too different, the amount reimbursed will be the one of a normal trip – prices given by our travel agency.

Experts must plan their trip according to the good sense (in order to leave enough time between the end of the meeting and the arrival at the airport/station).

Experts registered as individual will be reimbursed on their private bank account.

Experts registered as organisation will be reimbursed on the bank account of the organisation they represent. If there is any error in the registration, please contact me before submitting cost claim.

If you still have any other question please address your request to

[REDACTED]

[REDACTED]

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