

## ANNEX 1: REIMBURSEMENT OF TRAVEL AND SUBSISTENCE EXPENSES

### APPLICATION FOR REIMBURSEMENT

To claim reimbursement of travel and subsistence expenses, you must fill in and return to the meeting secretary a signed **application for reimbursement together with your boarding card for the outward journey** as well as the **original return ticket** or in the case of online bookings, the printout of the electronic reservation. If the fare is not shown on the ticket, an invoice should be provided. The application form will be handed out **during the meeting**.

#### THE FIRST TIME, YOU CLAIM REIMBURSEMENT OF EXPENSES ...

##### LEGAL ENTITY FORM

##### Downloadable at

[http://circa.europa.eu/Public/irc/empl/sectoral\\_social\\_dialogue/library?!=/reimbursmenet\\_subsisstenc&vm=detailed&sb=Title](http://circa.europa.eu/Public/irc/empl/sectoral_social_dialogue/library?!=/reimbursmenet_subsisstenc&vm=detailed&sb=Title)

The form 'Private Company' should be filled in and an extract of registration provided (or its equivalent: Moniteur, Journal Officiel, or a copy of a document proving VAT registration, where applicable), or a copy of the statutes of the organisation.

##### FINANCIAL IDENTIFICATION

##### You need to fill in the EXPERT IDENTIFICATION SHEET

Downloadable at

[http://circa.europa.eu/Public/irc/empl/sectoral\\_social\\_dialogue/library?!=/reimbursmenet\\_subsisstenc&vm=detailed&sb=Title](http://circa.europa.eu/Public/irc/empl/sectoral_social_dialogue/library?!=/reimbursmenet_subsisstenc&vm=detailed&sb=Title), duly completed with the IBAN code and signed by the account holder,

and

- with the signature and a stamp of the bank on the form;

or

- a document issued by your bank containing the following data: account number, name and address of the bank account holder (ex: account statement, proof of opening of account or account identification number)

#### **These documents should be presented to the assistant at the meeting.**

If you are not able to provide at the meeting all the documents requested, these can be sent after, by fax, e-mail or post mail **but no later than 30 calendar days after the final day of the meeting**. Failure to comply with this rule absolves the Commission from any obligation to reimburse travel expenses or pay any allowances.

**Travel expenses** [from your residence to Brussels] are reimbursed on the following basis:

- For **air travel** [authorised only for a distance over 400 km] expenses will be reimbursed on the basis of the most economical fare available at the moment of the invitation and allowing participation to the meeting and travel during the workweek. If for reasons beyond your control, seats have to be booked in business class and/or higher rate, you must present a document from the travel agency certifying that no tickets were available in economy class and/or at a lower price. In cases of Internet bookings in business class, a screen printout proving that no lower fare was available at the time of the booking must be enclosed with the application for reimbursement.
- For **train**, expenses will be reimbursed for journeys of less than 400 km (one way, according to official distance by rail) in 1<sup>st</sup> class rail travel.
- The cost of travel by **private car** shall be reimbursed at the same rate as the first-class rail ticket. If the route is not served by a train the cost of travel by private car shall be reimbursed at the rate of EUR 0.22 per km.
- **Taxi fares, parking fees and transport to and from airport** are not reimbursed.

Expenses of people who accompany disabled persons will be paid subject to the current rules.

The **subsistence allowance** is a standard amount of 92,00 € due per day of meeting in Brussels, covering meals and local travel. You are entitled to the subsistence allowance provided that:

- you declare that you don't receive an allowance or are not entitled to a similar allowance from another organisation or person for the same trip;
- you reside more than 100 km from Brussels, if the place of departure cited in the invitation is 100 km or less from the place where the meeting is held, the daily allowance shall be reduced by 50%. You are, however **not entitled to subsistence allowance** if residing and/or working in Brussels and its close vicinity.

**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 may also be entitled to an accommodation allowance. This allowance is 100,00 € per night. The number of allowances cannot exceed the number of meeting days + 1.