

## RULES FOR THE REIMBURSEMENT OF EXPENSES

### What is reimbursed?

<b>Travel expenses</b>	<p>Your travel expenses will be reimbursed from your place of work or home address to the place of the meeting (and back) on the basis of the shortest and cheapest usual route:</p> <ul style="list-style-type: none"> <li>• by first-class <b>rail</b> travel for journeys of less than 400 km (one way),</li> <li>• by economy-class <b>air</b> travel if the distance by rail exceeds 400 km. If business class is used, justification is required from the travel agency proving that no lower fare was available,</li> <li>• by <b>car</b>, in which case travel expenses are reimbursed at the same rate as for the journey by first-class rail, if available, or, if not, at the rate of € 0.22/km,</li> <li>• local transport from the airport or the railway station to the meeting place and back.</li> </ul> <p>Taxi fares and parking fees are not reimbursed (see daily allowances).</p>
<b>Daily allowance</b>	<p>A flat-rate daily allowance (<b>€92</b>) is paid to cover your incidental expenses, for instance meals and local transport (e.g. taxi fares) and also your personal travel and accident insurance. If the distance between the place of departure (be it your private or business address) and Brussels is 100 km or less, only half of the full daily allowance is paid (<b>€46</b>). You are <u>not</u> entitled to a daily allowance if you live and/or work in or near Brussels.</p>
<b>Accommodation allowance</b>	<p>The accommodation allowance is a fixed amount of <b>€100</b> per night. You are entitled to this allowance if you have to spend one or more nights in Brussels because the times of meetings are incompatible with the times of flights or trains. The number of nights may not exceed the number of meeting days + 1. No invoices are required.</p>

### Please bring the following documents on the day of the meeting to accelerate your reimbursement

<p>1. <u>APPLICATION FOR REIMBURSEMENT</u> Original duly completed and <b>signed</b>.</p> <p>2. <u>IDENTIFICATION STICKER</u> or <u>EXPERT IDENTIFICATION SHEET</u></p> <ul style="list-style-type: none"> <li>• Please stick your identification label in the appropriate place and sign it with your initials.</li> <li>• If you do not have a personal identification sticker OR if your personal details have changed OR if the bank account of your organisation has changed,</li> </ul> <p style="padding-left: 20px;">you need to provide the expert identification sheet duly completed with the IBAN code and <b>signed</b> by the account holder, and <b>including</b>:</p> <ul style="list-style-type: none"> <li>- <b>either</b> the bank's signature and stamp on the form</li> <li>- <b>or</b> a document issued by your bank containing the following data: account number, name and address of the account holder (e.g. account statement, proof of opening of account or account identification number).</li> </ul> <p>3. <u>SUPPORTING DOCUMENTS</u></p> <p>You must provide the transport tickets (if the booking was made online, a printout of the electronic reservation). The documents supplied must show: (1) the class of travel used, (2) the time of travel, (3) the route and (4) the amount paid.</p> <p>In line with the Commission's financial rules, the reimbursement will only be made in euros to one and the same bank account (your private bank account or the bank account of your organisation).</p> <p>4. <u>LEGAL ENTITY FORM (ONLY FOR NEW EXPERTS)</u></p> <p>When applying for reimbursement for the <b>first time</b>, you need to duly <b>complete and sign one of the two</b> legal entity forms giving the bank account as indicated under point 2 and attach copies of the following documents:</p> <ul style="list-style-type: none"> <li>• <u>For experts to receive reimbursement on their individual bank account</u>: the 'Individuals' form + a legible photocopy of your ID card or passport;</li> <li>• <u>For experts to receive reimbursement on their organisation's bank account</u>: the 'Private company' form and <ul style="list-style-type: none"> <li>(1) a copy of any official document (e.g. official gazette, register of companies, etc.) showing the organisation's name and address and its registration number as issued by the national authorities,</li> <li>(2) a copy of the VAT registration document if applicable and if the VAT number does not appear on the above-mentioned official document.</li> </ul> </li> </ul>
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**Useful information and the forms (in all EU languages) can be found on the website:**

<https://circabc.europa.eu/w/browse/5cf18da6-a3a7-437a-9743-c452e6830e93>

You must send the secretariat of the meeting (by e-mail or post) the documents necessary for reimbursement no later than **30 calendar days** after the last day of the meeting. Beyond that deadline, the Commission is no longer under the obligation to reimburse travel expenses or pay any allowances.

The Commission is not 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 to stay in the place where the meeting is held, unless such harm is directly attributable to it.