

REIMBURSEMENT OF TRAVEL EXPENSES

The reimbursement of travel & daily allowance expenses incurred under this contract is paid in euro (EUR) at the rate of exchange in force against the euro (EUR) for the month in which the liquidation is effected (rate applied by the European Central Bank). All claims must be in the currency in which they were paid.

a) Travel expenses

- by train: First class fare (used ticket with claim),
 by air: Economy class where available (used ticket with claim),
 by car: The equivalent of first class rail fare.

b) Visas**c) Daily allowance**

The daily allowance is to include **all** expenses relating to:

- accommodation;
- meals;
- local transport including taxis.

d) Transfer of professional materials or non-accompanied luggage: Subject to prior approval by the Agency.

The daily allowances applicable for the whole duration of the contract are as follows:

Armenia	:	EUR	102	Austria	:	EUR	203
Azerbaijan	:	EUR	208	Belarus	:	EUR	115
Belgium	:	EUR	201	Bulgaria	:	EUR	166
Cyprus	:	EUR	160	Czech Rep	:	EUR	230
Estonia	:	EUR	190	Denmark	:	EUR	240
Finland	:	EUR	233	France	:	EUR	170
Georgia	:	EUR	219	Germany	:	EUR	171
Greece	:	EUR	166	Hungary	:	EUR	215
Iceland	:	EUR	223	Ireland	:	EUR	220
Italy	:	EUR	175	Kazakhstan	:	EUR	196
Kyrgyzstan	:	EUR	171	Latvia	:	EUR	250
Lithuania	:	EUR	250	Liechtenstein	:	EUR	150
Luxembourg	:	EUR	189	Malta	:	EUR	175
Moldova	:	EUR	129	Netherlands	:	EUR	210
Norway	:	EUR	202	Poland	:	EUR	270
Portugal	:	EUR	194	Romania	:	EUR	315
Russian Federation	:	EUR	173	Slovak Rep	:	EUR	175
Slovenia	:	EUR	170	Spain	:	EUR	195
Sweden	:	EUR	234	Turkey	:	EUR	100
Tajikistan	:	EUR	115	Turkmenistan	:	EUR	87
Ukraine	:	EUR	200	United Kingdom:	:	EUR	236
Uzbekistan	:	EUR	156				

The daily allowances can also be found on the European Commission's web page:
http://europa.eu.int/comm/europeaid/perdiem/index_en.htm

NOTES:

- Taxis are not chargeable.
- Rates are decreased with 25% when the mission exceeds 4 weeks.
- Only 50% of the daily allowance is paid in case the night has not been spent at the place of mission.