

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 (DSA)

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.

NOTES:

Taxis are not chargeable.

The DSAs applicable for the whole duration of the contract are as follows (*):

Austria	:	EUR	203	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	Germany	:	EUR	171
Greece	:	EUR	166	Hungary	:	EUR	215
Iceland	:	EUR	223	Ireland	:	EUR	220
Italy	:	EUR	175	Latvia	:	EUR	250
Lithuania	:	EUR	250	Liechtenstein	:	EUR	150
Luxembourg	:	EUR	189	Malta	:	EUR	175
Netherlands	:	EUR	210	Norway	:	EUR	202
Poland	:	EUR	270	Portugal	:	EUR	194
Romania	:	EUR	315	Slovak Rep	:	EUR	175
Slovenia	:	EUR	170	Spain	:	EUR	195
Sweden	:	EUR	234	Turkey	:	EUR	100
United Kingdom:		EUR	236				

(*): 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.