



## ANNEX 8 to the Tender Specifications

### EEA reimbursement policy for expert meeting expenses

#### WHO?

- ▶ Anyone from outside the European Environment Agency (EEA) who is invited to give a specific professional opinion in a committee, an expert group or by personal invitation, wherever the location of the meeting;
- ▶ Anyone responsible for accompanying a disabled person who has been invited by the EEA to attend a meeting in an expert capacity.

Experts may be private-sector experts (representing the civil society) or government experts (representing a public authority of an EEA member country or EEA cooperating country).

#### WHAT?

Unless stated otherwise in the invitation letter, the expert shall be entitled to a daily allowance for each meeting day and, where appropriate, accommodation coverage, on the condition that the expert declares on their honour that he/she is not receiving a similar allowance or reimbursement in respect of the same journey or stay from the same institution, another organisation or person.

#### TRAVEL EXPENSES

##### EEA advises:

**Book your travel and accommodation via EEA's travel agency to avoid unnecessary paper work and ensure prompt reimbursement.**

Travel expenses are reimbursed on the following basis:

Always from the departure point as cited in the invitation (be it the expert's private or professional address) to the meeting place, and return. This travel must be organised on the basis of the most appropriate means of transport at the most economic fare available at the time of the invitation.

##### **As a general rule, permissible means of transport are:**

- ▶ *Economy class air travel for distances of more than 400 km (one way). Business class is permitted for flights of 4 hours or more **without** stopovers;*
- ▶ *First-class rail travel for journeys less than 400 km (one way);*
- ▶ *Use of private car. The travel shall be reimbursed at the same rate as the first-class rail ticket, or by default at the rate of EUR 0.22 per km.*

Travel expenses shall be reimbursed on presentation of **ORIGINAL** supporting documents:

- ▶ Tickets and invoices;
- ▶ In case of online bookings, a printout of the electronic reservation.

Original documents supplied must show the class of travel used, correct flight itinerary and exact amount paid. **In the case where travel is booked through the EEA's travel agency the invoice will be send directly to EEA.**

**ACCOMMODATION** - only when required

**EEA advises:**

**Book your hotel stay via the EEA's travel agency for prompt reimbursement. Send the completed hotel booking form to the EEA's travel agency and receive your hotel booking voucher!**

Having to spend one or more nights at the place of the meeting due to times being incompatible with flights or trains, entitles the expert to an accommodation reimbursement. The cost of accommodation shall be reimbursed up to the ceiling of EUR 150 per night, breakfast not included. Where breakfast is included in hotel rate, an amount of EUR 15 will be deducted from the daily allowance. The number of reimbursable nights may not exceed the number of meeting days +1.

EEA reserves the right to alter the hotel ceiling amount according to meeting location.

If accommodation is not booked through the EEA's travel agency, reimbursement may be claimed against provision of an original receipt.

If the distance between the place of departure cited in the invitation is 100 km or less from the place where the meeting is held, no cost for accommodation shall be reimbursed.

**DAILY ALLOWANCE**

The daily allowance is a flat rate covering all meals and local transport (bus, tram, metro, taxi, parking, motorway tolls, car on ferry, etc.), as well as travel and accident insurance. The allowance amounts to **EUR 100 per full day of meeting** or EUR 50 per half day of meeting.

If the distance between the place of departure cited in the invitation is 50 km or less from the place where the meeting is held, the daily allowance shall be reduced by 50%, equivalent to 50 EUR per full day of meeting.

In the case where a meal is offered by the EEA (lunch or dinner) an amount of **EUR 25** per meal may be deducted from the daily allowance.

**HOW TO APPLY FOR REIMBURSEMENT?**

As an invitee you must sign the meeting attendance list and provide the EEA meeting secretary with all **documents necessary for reimbursement on the day of meeting** (please find documents attached). If this is not possible, documents may be posted no later than 90 calendar days after the final day of the meeting. Beyond this deadline, the EEA is not obliged to reimburse travel expenses or pay any allowances.

Reimbursements shall be made in Euro, where appropriate at the exchange rate applying on the day of the meeting.

All reimbursements shall be made **to one and the same bank account**. For government experts, reimbursements shall be paid into an account in the name of the country, one of its ministries or a public body, unless agreed otherwise.

Privacy Statement:

[http://ec.europa.eu/budget/library/contracts\\_grants/info\\_contracts/privacy\\_statement\\_en.pdf](http://ec.europa.eu/budget/library/contracts_grants/info_contracts/privacy_statement_en.pdf)

**Please note:** The European Environment Agency shall not be 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 during the stay at the place where the meeting is held, unless such harm is directly attributable to the European Environment Agency. In particular, invited experts who use their own means of transport for travelling to such meetings shall be entirely liable for any accidents that they might cause.

The EEA Travel Service shall have the right to carry out checks that might be needed to confirm the validity of any claim and to request proof from the expert required for this purpose. They shall also have the right, where it appears to be justified, to restrict reimbursement to the rates normally applied to the usual journey from the expert's place of work or residence to the meeting place.