



EUROPEAN COMMISSION

DIRECTORATE GENERAL XII

SCIENCE, RESEARCH AND DEVELOPMENT

RTD Actions: Cooperation with third countries & international organizations

Unit XII-B-1 : European Economic Area, COST, EUREKA, international organizations

Brussels, 18 September 2000

Expenses covered for experts eligible for reimbursement

a. **TRAVEL EXPENSES** are refunded on the following basis:

- **Travel by train:**
 - * The shortest and most economical route by first-class rail between the departure point, stated in the invitation, and the place where the meeting is held.
 - * The cost of seat reservations and transport of necessary luggage, and supplements for fast train.
- **Travel by car:**
 - * Refunding on the basis of the first-class rail fare (excluding sleeping car or any other supplement). Where 2 or more persons entitled to reimbursement of travel expenses use the same car, only the person responsible for the car shall be reimbursed, at the rate of 150 %.
 - * The cost of transporting a car by car-ferry shall not be reimbursed.
- **Distance over 400 km or obligation of sea crossing = possibility to travel by aeroplane:**
 - * The air fare shall be reimbursed on production of the ticket, which shall be for economy class or, failing that, business class.
- Taxi fares shall not be reimbursed.
- Reimbursement is made in ECU, at the rate of the first day of the month of the meeting.

b. **SUBSISTENCE COSTS**

- Daily allowances are granted to non-governmental experts only.
A scientist coming from a research institute is a non-governmental expert; an expert working within a ministry - settled on the basis of the information given in the application and the bank account number for reimbursement - is a governmental expert and will not receive any daily allowance.
- Where the point of departure referred to in the invitation is 100 km or less from the place of the meeting, no allowance shall be paid.

- The persons may receive the daily allowance where the invitation to the meeting so provides and if they can declare that they have not received any allowance or are not entitled to a similar allowance from another organization or person for the same trip.
- The daily allowance is currently **110.92 ECU per meeting day**. It is a standard amount covering all expenses at the place where the meeting is held, including the costs of accommodation, meals and local travel.
- The daily allowance will also be paid to non-governmental experts in the following circumstances:
 - where the interval between two meetings is insufficient for the person to return to his point of departure;
 - where the person has travelled on a cut-price ticket (Pex or Apex) requiring him to spend a certain number of days at the place where the meeting is being held from the previous Saturday or until the next Sunday included - and only in the case of Pex or Apex tickets);