



Rules on the reimbursement of expenses incurred by people from outside the European Institute for Gender Equality invited to attend meetings in an expert capacity

*These provisions repeal and replace those adopted by Director's Decision No 143
of 8 September 2017.*

ARTICLE 1

(1) These rules shall apply to invited participants such as:

- (a) Members or alternate members of the Management Board of the European Institute for Gender Equality (or "EIGE"), and the members of its Committee.
- (b) Members or alternate members of EIGE's Experts' Forum, and the members of its working groups.
- (c) Anyone from outside the European Institute for Gender Equality who is invited to give a specific professional opinion as an expert or by personal invitation, wherever the location of the meeting;
- (d) Anyone responsible for accompanying a person with disabilities who has been invited by the European Institute for Gender Equality to attend a meeting in an expert capacity.

(2) Experts may be private-sector experts or government experts:

- (a) Private-sector experts are individuals who represent civil society or work for a private organisation who have been invited to give EIGE the benefit of their personal expertise or to represent their organisations in a specific area.
- (b) Government experts are individuals who have been invited as representatives of a national, regional or local public authority of a Member State, candidate or accession country or who have been appointed by such an authority to represent it.

Such individuals are members of a ministry, authority or public body and may lose their status only after they have provided proof that they have ceased to work in their country's public service.

- (c) Individuals, who are currently employed by national, regional or local public authorities of Member States, candidate or accession country, may be invited to attend a meeting as experts in a personal capacity in special cases, duly justified by the responsible authorising officer.

(3) As a general rule, EIGE meetings convening experts shall be held at the seat of the European Institute for Gender Equality, which is established in Vilnius, Lithuania.

This does not preclude, however, EIGE from convening meetings outside the seat country; in particular, when the authorising officer determines that holding a meeting at an alternate location would be in the interest of supporting greater participant engagement, and especially when those meetings are deemed to have agenda items that "are of unique interest or concern" to the target audience of the meeting.

ARTICLE 2

- (1) The European Institute for Gender Equality shall not be liable for any material, non-material or physical damage suffered by invited experts, or those responsible for accompanying an expert with a disability in the course of their journey to or stay in the place where the meeting is held.
- (2) 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.

ARTICLE 3

- (1) All experts shall be entitled to the reimbursement of their travel expenses from their work or home address to the place of the meeting, by the most appropriate means of transport given the distance involved. In general, for journeys of less than 400 km (one way, according to official distance by rail) travel shall be by first-class rail or ferry, and for distances of more than 400 km economy class air travel.

If the journey by air involves a flight of 4 hours or more without stopovers, the cost of a business class ticket shall be reimbursed.

- (2) The authorising officer shall specifically try to ensure that meetings are organised in such a way as to enable experts to benefit from the most economical travel rates.

The authorising officer shall scrutinise particularly closely any requests for reimbursement involving abnormally expensive flights (i.e., > 500 EUR). They shall have the right to carry out any checks that might be needed and to request any 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.

- (3) Return travel to the place of the meeting shall begin and end at the expert's work or home address and may only be initiated against an invitation from the Institute. Travel times shall coincide (as closely as possible) with the official start and end times of the meeting as stated in the invitation.

(3.1) The duration of a trip shall be set against the official start and end times of the meeting and shall be calculated from the time of departure of the means of transport used¹ to the time of its arrival upon return to the place of employment². Travel must be organised so that the trip lasts as short a time as possible given the means of transport used and is as cost-effective as possible.

(3.2) Travel arrangements should be made without delay after receipt of the Institute's invitation and within the indicated deadlines. Travel arrangements shall be made

¹ Footnote 3 should be considered when making travel arrangements.

² Refer to Article 4 paragraphs 5a, b and c for the timing that shall be factored into the calculation.

in the most economical way possible. Where necessary to achieve this, a combination of different means of transport shall be permitted.

- (3.3) In cases where an expert should have to combine travel to the Institute's meeting for which they have been invited with other travel arrangements (professional or personal), the reasons must be duly justified and authorised by the Institute.
- (a) If this is due to professional reasons, the participant departs from or returns to a place different from the work/home address, such travel may be authorised by the authorising officer bearing in mind that this course of travel is the only possible way to ensure attendance at EIGE's meeting.
 - (b) If this is due to personal arrangements, the maximum expenses paid shall be for a standard economy return fare between the point of departure and the place of the meeting as confirmed by the Institute's travel agency.
- (3.4) Any prolonged stays must be duly justified and authorised by the Institute. The Institute reserves the right to restrict the reimbursement of travel expenses against an indicative itinerary deemed appropriate to the time considered necessary for full participation in the meeting for which the expert has been invited. Any difference in excess of the price of the indicative standard economy return fare and the selected ticket shall be borne by the expert.
- (3.5) Any changes to a ticket that has already been purchased, which have not been influenced by changes to the meeting schedule or authorised by the Institute shall be borne by the expert.
- (3.6) In cases where tickets have already been purchased and the invited individual does not attend the meeting, no reimbursements for travel shall be made, and any expenses incurred by the Institute directly shall be reclaimed from the recipient/expert, unless the expert provides due justification for not being able to attend the meeting (e.g., a medical certificate). Such justification will require approval by the authorising officer in order to release the recipient/expert from having to repay the associated expenses.
- (4) Travel expenses shall be reimbursed upon presentation of original supporting documents: tickets and invoices or, in the case of online bookings, the printout of the electronic reservation and boarding pass for the inbound trip. The documents supplied must show the class of travel used, the time of travel and the amount paid.
- (5) In cases of flight, train or ferry cancellations that are outside the influence of the individual, the Institute may compensate additional costs incurred (i.e., additional overnight stays and/or additional daily allowances, where applicable) subject to justification, and where not covered by the carrier and/or travel insurance.
- (6) The cost of travel by private car shall be reimbursed at the same rate as the first-class rail ticket.

- (7) If the route is not served by a train the cost of travel by private car shall be reimbursed at the rate of 0.22 EUR per km. The cost for fuel, motorway tolls and car insurance, driver, etc., is considered to be covered by this rate and shall not be reimbursed separately.
- (8) Taxi fares shall not be reimbursed.

ARTICLE 4

- (1) The daily allowance paid for each day of the meeting is a flat rate to cover all expenditure at the place where the meeting is held, including for example, meals (breakfast and two main meals) and local transport (bus, tram, metro, taxi, parking, motorway tolls, etc.), as well as travel and accident insurance.
- (2) The daily allowance allocated for meetings shall be applied as listed in the relevant Commission Delegated Regulation scale for missions by officials and other servants of the European Union in the Member States, respective to the country wherein which the meeting is held.
- (3) If the place of departure indicated in the invitation is 100 km or less from the place where the meeting is held, the daily allowance shall be reduced by 50 %.
- (4) Where the Institute or another organisation offers meals in connection with the meeting concerned, daily allowances will incur an automatic deduction of 15 % where the hotel rate includes breakfast, and 30 % deduction for each lunch or dinner.
- (5) In order to determine a daily allowance entitlement, the official start and end times of a trip shall be determined as follows:
 - (a) For an individual travelling by air, the official start time of the trip shall be two hours prior to the departure time of the flight and the official end time shall be two hours after its arrival.
 - (b) For an individual travelling by rail or ferry, the start time shall be one hour prior to departure of the train or ferry and the end time shall be one hour after arrival of the train or ferry.
 - (c) If individuals use their own private car for travel, the start and end date shall be determined based on the train connection that could have been used instead.
- (6) Calculation of total daily allowances per trip:
 - (a) If the trip lasts six hours or less, no daily allowance will be paid.
 - (b) For a trip that lasts more than 6 hours and up to 12 hours half a daily allowance shall be paid.
 - (c) For a trip that lasts between more than 12 hours and up to 24 hours a full daily allowance shall be paid.
 - (d) Half a daily allowance will be added for any additional 12 hours started or multiples thereof.

- (7) Experts entitled to a daily allowance are required to sign an attendance list, as provided by the meeting secretary, which shall be retained as evidence certifying an expert's participation at each meeting concerned.

In cases of non-attendance or partial attendance of the meeting concerned, no reimbursements shall be made for the parts of the meeting during which the participant was not in attendance.

- (8) Daily allowances for members or alternate members of the Management Board, and the members of its Committee are to be covered by the administration of their appointing Member State.
- (9) Experts who have to spend one or more nights at the place where the meeting is held because the times of the meeting are incompatible with the times of flights or trains³ shall also be entitled to a flat rate accommodation allowance per night. The number of nights may not exceed the number of meeting days + 1.
- (10) Subject to prior approval by the authorising officer, an additional accommodation allowance and/or daily allowance may exceptionally, be paid if prolonging the stay would enable the expert to obtain a reduction in the cost of transport worth more than the amount of these allowances.
- (11) Members or alternate members of the Management Board, and the members of its Committee are not entitled to receive accommodation allowances.

ARTICLE 5

Where, taking into account any expenses incurred by disabled experts as a result of their disability or any person accompanying them, the allowances provided for in Article 4 appear to be clearly inadequate, on presentation of supporting documents, additional expenses shall be reimbursed subject to prior approval by the authorising officer.

ARTICLE 6

- (1) Unless stated otherwise in the letter of invitation and the request to organise the meeting, private-sector experts shall be entitled to a daily allowance for each day of the meeting and, where appropriate, an accommodation allowance, on condition that they declare on their honour that they are not receiving a similar allowance or similar allowances from the same institution or another European Union institution for the same visit.

³ As a general rule, experts cannot be required:

- to leave their place of work or residence or the place where the meeting is held before 07h00 (station or other means of transport) or 08h00 (airport);
- to arrive at the place where the meeting is held after 21h00 (airport) or 22h00 (station or other means of transport).

The responsible authorising officer shall ensure consistency between the content of the letters of invitation and the request to organise or participate in a meeting.

- (2) Unless stated otherwise in the letter of invitation and the request to organise the meeting, government experts shall receive a daily allowance for each day of the meeting and, where appropriate, an accommodation allowance, on condition that they declare on their honour that they are not receiving a similar allowance or similar allowances from their own administration for the same visit.
- (3) All reimbursements of travel expenses, daily allowances as well as accommodation allowances shall be made to one and the same bank account⁴.

ARTICLE 7

- (1) Experts to be invited to EIGE meetings convened outside of those referred to in Article 7(2) shall be selected in a manner that ensures efficiency, a balanced geographical representation of the Member States, and optimal achievement of the meeting objectives.
- (2) The maximum number of experts invited per Management Board and/or Experts' Forum meetings, whether or not entitled to reimbursement of their expenses, and whether as government experts or private sector experts, shall be one per Member State.
- (3) Without prejudice to Article 7(2), other experts or participants may be invited to take part in the relevant activities of the Experts' Forum.

ARTICLE 8

- (1) The payment order shall be drawn up based on the application for reimbursement, duly completed and signed by the expert and by the secretary of the meeting responsible for certifying the expert's presence, including the following supporting documents: boarding pass for inbound trip; flight/train/ferry ticket(s) bearing the price or the ticket invoice, and an accommodation invoice, where applicable.
- (2) Experts must provide the secretary of the meeting with the documents necessary for their reimbursement before the meeting ends or arrange to submit them by letter or email postmarked or dated no later than 30 calendar days after the final day of the meeting.
- (3) The Institute shall reimburse an expert's expenses within the period laid down in the rules implementing the Financial Regulation.

⁴ The bank account shall be in the name of an individual expert invited to a meeting, or in the name of the Member State or one of its institutions, which said expert represents as defined under Article 1(2).

- (4) Unless the expert can provide proper justification that is accepted by reasoned decision by the responsible authorising officer, failure to comply with paragraph 2 shall absolve the Institute from any obligation to reimburse travel expenses or pay any allowances.
- (5) The recipient/expert will be required to refund any sums paid in error.

ARTICLE 9

- (1) Travel expenses shall be reimbursed in Euros, where appropriate at the rate of exchange applying on the day of the meeting.
- (2) The daily allowance and, where appropriate, the accommodation allowance, shall be reimbursed in euros at the flat rate applicable on the day of the meeting. The daily allowance and accommodation allowance shall be adjusted every two years by decision of the Director of PMO in consultation with DG BUDG and the Secretariat-General, with effect from 1 January.

ARTICLE 10

The expenses of experts invited before the entry into force of these rules shall be reimbursed under the system provided for in the Commission Decision of 24 February 1994.

ARTICLE 11

References to the rules adopted by the Commission on 24 February 1994 in the basic instruments establishing expert groups shall be construed as references to these rules.

APPLICATION FOR REIMBURSEMENT

(to be submitted to the person responsible for the meeting)

EN

EXPLANATIONS	Section I
<p>In order to obtain reimbursement of their expenses, experts <u>must</u> fill in Section II of this form.</p> <ul style="list-style-type: none"> • The cost of the journey must be given in the currency concerned and be supported by a copy of the <u>ticket</u> and the <u>original travel agency invoice</u> or, failing that, written confirmation of the electronic reservation, giving the amount paid. • Experts who do not have their legal entity and bank account key (personal identification codes) must submit the relevant forms duly completed and signed. <p>1) Legal Entity Form - http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal-entities_en.cfm 2) Financial Identification Form - http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm</p> <p style="text-align: center;">THIS DOCUMENT IS VALID ONLY IF SIGNED BY THE EXPERT AND THE MEETING SECRETARY</p>	

TO BE FILLED IN BY THE EXPERT (block capitals)	Section II												
<p>Mr <input type="checkbox"/> Ms <input type="checkbox"/></p> <p>SURNAME FIRST NAME</p> <p>Form of transport used <input type="checkbox"/> Train <input type="checkbox"/> Air (economy class) <input type="checkbox"/> Other</p> <p><input type="checkbox"/> Private car Registration no: km (outward/return):</p> <p>Journey details</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 33%; padding: 5px;">Outward journey</th> <th style="width: 33%; padding: 5px;">Return journey</th> <th style="width: 34%; padding: 5px;">Cost paid</th> </tr> <tr> <td style="border: 1px solid black; padding: 5px;">Date:</td> <td style="border: 1px solid black; padding: 5px;">Date:</td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;">Departure time:</td> <td style="border: 1px solid black; padding: 5px;">Departure time:</td> <td style="border: 1px solid black; text-align: center;">Currency</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;">Arrival time:</td> <td style="border: 1px solid black; padding: 5px;">Arrival time:</td> <td style="border: 1px solid black;"></td> </tr> </table> <p>TAXI FARES AND PARKING FEES WILL NOT BE REIMBURSED</p> <p>I certify that I receive daily allowances from other sources. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>I certify that I receive accommodation allowances from other sources. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>I certify that I have been informed of the obligation to present the documentation concerning this meeting within thirty calendar days after the end of the meeting.</p> <p>Date: / / Expert's signature</p>	Outward journey	Return journey	Cost paid	Date:	Date:		Departure time:	Departure time:	Currency	Arrival time:	Arrival time:		
Outward journey	Return journey	Cost paid											
Date:	Date:												
Departure time:	Departure time:	Currency											
Arrival time:	Arrival time:												

TO BE COMPLETED BY THE MEETING SECRETARY	Section III
<p>I certify that the expert took part from / / ...to / /</p> <p>at the (meeting/event title)⁽¹⁾</p> <p>and that the expenses claimed (dates and amounts) correspond to the attached supporting documents.</p> <p>Location: <input type="checkbox"/> VILNIUS <input type="checkbox"/> Other Departure point (as stated in invitation)</p> <p>Expert invited as: <input type="checkbox"/> Individual <input type="checkbox"/> Government representative</p> <p>Original boarding card(s) for the outward journey attached <input type="checkbox"/> yes <input type="checkbox"/> SMS/electronic boarding pass</p> <p>Original travel agency invoice attached <input type="checkbox"/> yes</p> <p>Online booking: Printout of the electronic reservation attached <input type="checkbox"/> yes</p> <p>COMMENTS:</p> <p>.....</p> <p>MEETING SECRETARY⁽²⁾: Date: / /</p> <p>Name (block capitals): Signature:</p> <p>(1) please attach attendance list (2) on behalf of the authorising officer</p>	