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**GUIDE FOR THE REIMBURSEMENT OF
TRAVEL AND ACCOMMODATION EXPENSES AND PAYMENT OF
SUBSISTENCE ALLOWANCES**

**to Management Board members, Committee and Forum members and other
participants invited to attend meetings of the European Chemicals Agency (ECHA)**

(Document adopted by the Management Board)

1. INTRODUCTION

The reimbursement of travel and accommodation expenses and the payment of a daily allowance are to cover the cost of extraordinary expenditure arising from the fact that the participants must travel from their usual place of employment (place of origin¹) to the venue of the ECHA meeting.

This document sets out the rules applicable to the reimbursement of travel and accommodation expenses and the payment of subsistence allowances to individuals attending meetings on the specific invitation of the European Chemicals Agency, Helsinki. The following individuals may be entitled to reimbursement:

- Management Board Members (or persons attending on their behalf)
- Committee and Forum Members
- Invited experts
- Those invited observers that fulfil the conditions laid down in this Guide;
- Other participants invited to a meeting, workshop or a training session.

2. GENERAL RULES

- The individuals entitled to reimbursement should arrange their travel in a way that is compliant with sound financial management, i.e. in the most economic way possible in terms of time and money.
- The time of arrival at the meeting place and the time of departure from the meeting place should coincide as closely as possible with the respective starting and finishing times of the meeting
- Individuals must declare any reimbursement or allowances received for the same meeting from other sources.
- For the purpose of ensuring meeting attendance, the meeting secretary shall keep attendance lists which must be signed by the participant. If an individual does not attend the meeting at all, no reimbursements shall be made. If a participant does not attend all of the meeting, no reimbursement will be made for the parts not attended.
- Participants must inform the Agency in advance, via the meeting secretary, of any non-compliance with the rules and request authorisation for any derogation from them.
- The Agency will consider requests for derogations from the rules on a case by case basis and may authorise them when duly justified.

¹ Where the person concerned has no usual place of employment, their usual place of residence may be taken as their place of origin. In all cases, the participants shall indicate their official address to the meeting secretary.

3. ADMINISTRATIVE RULES AND PROCEDURE

In order to ensure a timely and swift reimbursement of the incurred costs, attention is drawn to the fact that each individual who is entitled to reimbursement under this Guide must comply with the formalities described below.

Any derogation from these administrative rules must be duly justified by the individual concerned and authorised by the Agency.

3.1. Documentation required

3.1.1. Application form for reimbursement

For each meeting, an application for reimbursement shall be filled in and signed by the person requesting the reimbursement (see Annex 1).

3.1.2. Legal Entity File

All individuals who are eligible for reimbursement under this Guide must **submit prior to the first reimbursement** a duly completed and signed identification form. If reimbursement is to be made directly to the organisation which the individual is representing, the legal entity form must be filled in for the organisation. The form may be filled in the language of the individual or organisation. The forms to be used can be found in all EU languages on the following web-site:

http://ec.europa.eu/budget/execution/legal_entities_en.htm

The completed and duly signed form together with the required supporting document(s) (depending on which case applies: copy of the identity card or passport for a private person, extract from the VAT/trade register if representative of a private company) must be submitted to the meeting secretary indicated in the invitation.

3.1.3. Financial identification form

In order to register a new bank account (in the case of a first reimbursement), to which all reimbursements of the individual or organisation concerned will be made, or to amend bank data, a financial identification form must be submitted, fully completed and duly signed. The respective forms to be used can be found in all EU languages on the following web-site:

http://ec.europa.eu/budget/execution/ftiers_en.htm

The completed and duly signed original document shall be submitted to the meeting secretary indicated in the invitation.

3.1.4. Supporting documents for reimbursement

In order for the reimbursement of expenses to be carried out, participants must submit the **original** supporting documents indicated under points 4.1.3. and 4.2.2. below, together with the application form.

3.2. Time limit for claiming reimbursement

The individual concerned should provide the meeting secretary staff with all the necessary documents for reimbursement before leaving the meeting, whenever possible.

If for some reason this is not possible, the individual shall send the duly signed reimbursement form and the required supporting documents at the latest **within 30 calendar days** of the meeting to the responsible meeting secretary indicated in the invitation.

If, by this deadline, not all the necessary documents have been received, the Agency will proceed with payment based on the documents available, if any.

The Agency will inform the participant concerned about any cancellation or restriction of payment due to lack of information provided within the deadline.

3.3. Method of reimbursement

Reimbursement of expenses will be done by bank transfer only. No cash reimbursements will be made. When the order for payment is made, the Agency shall indicate the name and date of the meeting and the participant's name in the reference field. A copy of the calculation details will be provided by the Agency after payment has been made.

3.4. Data verification by the Agency

The authorising officer for payments of the Agency may at any time cross-check the statements made in an application for reimbursement to verify the information submitted and to avoid double reimbursements. He/she may furthermore scrutinise particularly closely any request for reimbursement involving abnormally expensive flights. He/she 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. He/she 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 point of departure to the meeting place.

3.5. Events outside the influence of the individual

In the case of flight, train or ferry cancellations that are outside the influence of the individual, the Agency 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.

3.6. Refund of unduly paid sums

The recipient will be required to refund any sums paid in error or if received from other sources.

3.7. Liability of the Agency

No moral, material or bodily harm incurred by the person attending a meeting in the course of the journey or stay in the place where the meeting is held may be the subject of a claim against the Agency unless it can be imputed on it.

4. REIMBURSEMENT RULES

4.1. Travel Expenses

Travel expenses are reimbursed between the point of departure as defined below and the meeting place.

Where necessary, a combination of different means of transport is permitted.

In the case of an expert combining this travel with other travel arrangements, the maximum expense reimbursed shall be the standard economy return fare between the point of origin and the place of the meeting, as confirmed by the travel agency contracted by ECHA.

4.1.1. Point of departure

The point of departure shall be the participant's place of origin, as defined under section 1 above ("Introduction"). Arrangements for travel shall be for a return trip to the place of origin.

Where, for any reason, this is not the case, the participant must inform the Agency before making the travel arrangements and request a derogation from this rule.

4.1.2. Travel arrangements

Where the Agency offers pre-paid travel arrangements, the deadlines indicated in the electronic booking system must be respected. Where, due to justifiable circumstances, this is not possible, the participant will inform the Agency immediately.

Where no pre-paid travel arrangements are available or, due to justifiable circumstances, the participant is not able to make use of this service, travel arrangements must be made as soon as possible in order to ensure the most economical rates (see below).

- *Travel by air*

Air travel is only authorised if the distance is more than 400 km or if the journey involves a sea crossing.

Where the Agency offers pre-paid travel arrangements, participants must follow the instructions in the electronic booking system.

Where no pre-paid travel arrangements are available or, due to justifiable circumstances, the participant is not able to make use of this service, the flight shall be booked in economy class, on the basis of the most economical rate available within 5 working days of the date on which the invitation was sent by the Agency and allowing participation to the meeting and travel during the working week, as follows:

- The flight ticket ordered shall be non-flexible unless the individual reasonably requires flexibility. Such flexibility requirement shall be substantiated by the individual concerned in writing and annexed to the reimbursement form. In case a supplement has to be paid or a new ticket has to be bought because of a prolongation of the meeting, ECHA will reimburse the supplement or the new ticket.

- If, exceptionally, for reasons beyond the control of the individual, seats have to be booked in business class or at a higher rate, the individual must produce supporting evidence from his travel agency. Late booking by the individual or his/her organisation falls under his/her responsibility unless the Agency requests the presence of the individual at very short notice (within a week before the meeting).

- *Travel by sea*

If transport by ferry is more economical, in terms of time and money, than transport by air, a 1st class return ticket for a ferry will be reimbursed.

- *Travel by rail or car*

The cost of a 1st class rail ticket will be reimbursed.

Where the individual chooses to use his/her own vehicle, the reimbursement will be limited to the equivalent of the cost of a 1st class rail-ticket which the individual could have used instead. If the route is not served by rail, the cost of travel shall be reimbursed at the rate of EUR 0.22 per km.

Persons using their own vehicle will remain fully liable for any accidents in which they may be involved during the trip.

4.1.3. *Supporting documents*

For the reimbursement of travel costs, participants must submit the original return ticket or, where applicable, the print-out of an e-ticket, to the meeting secretary during the meeting, in order to make copies. In the case of air travel, the original boarding pass for the outward journey must also be submitted.

Where no pre-paid travel arrangements were available or the participant was not able to make use of this service, all tickets must clearly indicate the fare or an original invoice indicating the actual price paid by the participant must be submitted to the meeting secretary.

4.2. *Accommodation expenses*

4.2.1. *Entitlement to an overnight stay*

Overnight stays shall only be reimbursed if the meeting lasts more than one day, e.g. 3 day meetings give rise to an entitlement of 2 overnight stays.

In addition, reimbursement of accommodation costs for one night prior to the meeting is allowed when the departure time from the airport, train station or ferry terminal closest to the participant's place of origin would have to be before 8h00.

Reimbursement of accommodation costs for one night after the meeting is allowed when the arrival time at the airport, train station or ferry terminal closest to the participant's place of origin would have to be after 23h00.

If an overnight stay is required and the Agency offers pre-paid accommodation, the participants must follow the instructions in the electronic booking system.

4.2.2. Reimbursement of accommodation expenses

Where no pre-paid travel arrangements are available or, due to justifiable circumstances, the participant is not able to make use of this service, accommodation expenses will be reimbursed for the cost of a single room, up to a maximum limit, on presentation of an **original** hotel invoice. The maximum amounts that may be reimbursed depend on the place of the meeting. The current maximum amounts for Europe can be found in Annex 2².

4.3. Daily Subsistence Allowances

4.3.1. General rules

The individual invited **may** receive an allowance for subsistence expenses **provided that this is stated in the invitation and that the individual declares that he/she has not received an allowance or is not entitled to a similar allowance from another organisation or person for the same trip**. Daily allowances are paid to cover the following expenses:

- Main meals;
- Local transport at the place of the meeting, including taxi fares;
- Telephone and other telecommunications costs;
- Costs incurred for using private car to drive to and from station/airport, including parking fees;
- Other small out of pocket expenses incurred during the trip.

The time of arrival at the meeting place and the time of departure from the meeting place should coincide as closely as possible with the respective starting and finishing times of the meeting. Any prolonged stay must be justified and the authorising officer for payments shall have the right to restrict the payment of the allowance to the time considered necessary for the participation in the meeting.

Where meals are offered by the Agency or other organisations for the meeting concerned, an automatic deduction of EUR 10 will be made for each lunch offered. Similarly, a deduction of EUR 40 will be made if the participant attends a dinner offered.

Where the place of origin is 50 km or less from the place of the meeting, no allowance will be paid unless a sea crossing is required.

4.3.2. Applicable rate of allowance

The rate of the daily subsistence allowance depends on the place of the meeting. The current rates for Europe can be found in annex 2².

² These maximum amounts are established by the Council of the European Union for missions within Europe. They are reviewed by the Council every two years by the Council and shall be updated by ECHA accordingly.

4.3.3. Calculation of total daily allowances per trip

- If the trip lasts six hours or less, no daily allowance will be paid.
- For a trip which lasts more than 6 and up to 12 hours half a daily allowance shall be paid.
- For a trip which lasts between more than 12 hours and up to 24 hours a full daily allowance shall be paid.
- Half a daily allowance will be added for any additional 12 hours started or multiples thereof.

4.3.4. Definition of the start and end of the trip

For the purpose of determining the number of daily allowances, the times of the start and end of the trip shall be established as follows:

- For an individual **travelling by air**, the official start of the trip shall be two hours prior to departure of the outbound flight and the official end time shall be two hours after the arrival of the return flight.
- For an individual **travelling by rail or ferry**, the official start shall be one hour prior to departure of the train or ferry and the official end time shall be one hour after arrival of the train or ferry.
- If an individual uses his own private **car**, the start and end shall be determined based on the train connection that could have been used instead. If no train connection is available, times of an equivalent flight that could have been taken by the participant will be used.

5. SPECIFIC RULES CONCERNING OBSERVERS FROM STAKEHOLDER ORGANISATIONS

5.1. Entitlement of observers

A contribution to the travel and subsistence expenses for representatives of non governmental public interest and workers organisations or organisations representing the interests of smaller and medium sized companies invited by the Agency to take part as stakeholder observers in the meetings of an Agency Committee, the Forum or of a network of the Agency may be granted on the terms set out below and on submission of an application.

The contribution will only be available when explicitly provided for in the invitation to the meeting concerned.

Furthermore, the contribution is only available to an invited observer representing a stakeholder organisation that fulfils the eligibility criteria approved by the Management Board (Annex to MB/05/2008 final).

Where the Agency offers pre-paid travel and accommodation arrangements to observers, no other contribution will be made.

Where no pre-paid travel arrangements are available, the contribution shall include the reimbursement of travel expenses from the place of origin to the place of the meeting and a lump sum allowance of EUR 100 per meeting day towards other expenses, such as local travel, accommodation, meals, etc.

However, where the observer's place of origin is 50km or less from the place of the meeting, no contribution will be paid unless a sea crossing is required.

5.2 Applicability of the rules

With the exception of point 4.2.2 (Reimbursement of accommodation expenses) and point 3.3 (Daily Subsistence Allowances), these rules shall apply to the observers covered by the present section.

APPLICATION FORM FOR REIMBURSEMENT BY EUROPEAN CHEMICALS AGENCY (ECHA)

(to be filled in by the individual concerned)

I. Details of the individual concerned

Mr. ___ Ms. ___ Name: _____
Surname: _____

II. Type of the meeting:

___ Management Board Meeting

___ Committee/Forum Meeting; Name of the Committee/Forum:

___ Other Meeting; meeting title: _____

III. Meeting details

Date of the meeting: _____ Length of meeting: _____ days

Number of days participated (rounded to half days): _____

Any form of reimbursement received for this meeting from other sources:

No: _____

Yes : _____ (please indicate type of reimbursement and attach explanatory documents if available in case of reimbursement to your personal bank account):

IV. Administrative details

Legal Entity File: Have you already submitted to the Agency a duly completed legal entity file: YES : _____ NO: _____

(If no legal entity file has been submitted please submit the required information together with this reimbursement form to the meeting secretary indicated in the invitation)

Bank account File: Have you already submitted to the Agency a duly completed bank account file and if yes, do you want the same bank account to be used for this reimbursement: YES: _____ NO: _____

(If no bank account file has been submitted or you wish to change the bank data already submitted please submit the required information together with this reimbursement form to the meeting secretary indicated in the invitation)

Page 2 of application form for reimbursement by European Chemicals Agency (ECHA)

V. Reimbursement of travel costs

Were travel tickets provided by ECHA or its travel agency? NO ____ / YES ____

Modes of transport used: Plane: ____ ;Train : ____ ;Car : ____ ;Ferry: ____ ;Others: _____

*(Please ensure that the meeting secretary or staff has a copy of the original ticket before leaving the Agency/the meeting; if the supporting document is sent at a later date, the original ticket **must** be presented as evidence. A combination of different modes of transport if required is permitted)*

VI. Reimbursement of daily allowances

The reimbursement of daily allowances will be done according to the rules set out in the Guide for the reimbursement of travel and accommodation expenses and the payment of subsistence allowances to Management Board Members, Committee and Forum Members and other participants invited to attend meetings of the European Chemicals Agency (ECHA). For each lunch offered by ECHA or other organisations during meetings, EUR 10 will automatically be deducted from the daily allowance according to point 4.3.1 of the Guide.

If the applicant attends a dinner offered by ECHA or another organisation, EUR 40 will also be deducted.

VII. Reimbursement of hotel expenses

Did you stay in a hotel for the purpose of this meeting: NO ____ YES ____

If YES, how many nights did you stay: _____ night(s)

Was hotel accommodation pre-paid by ECHA or its travel agency? NO ____ YES ____

VIII. Justification for any derogation from the Rules

IX. Declaration of the individual concerned

I herewith certify that the information provided above and the supporting documents submitted are correct and that I have not and shall not receive similar reimbursement from any other organisation or individual with respect to the same meeting

Date: ____/____/____ _____

(Signature of the individual)

Place of Meeting	Daily subsistence allowance (EUR)	Max. accommodation expenses (EUR)
Austria	95	130
Belgium	92	140
Bulgaria	58	169
Cyprus	93	145
Czech Republic	75	155
Denmark	120	150
Estonia	71	110
Finland	104	140
France	95	150
Germany	93	115
Greece	82	140
Hungary	72	150
Ireland	104	150
Italy	95	135
Latvia	66	145
Lithuania	68	115
Luxembourg	92	145
Malta	90	115
Netherlands	93	170
Poland	72	145
Portugal	84	120
Romania	52	170
Slovakia	80	125
Slovenia	70	110
Spain	87	125
Sweden	97	160
United Kingdom	101	175