

This information sheet is a summary of the Rule* on the reimbursement of expenses incurred by people from outside the Commission invited to attend meetings in an expert capacity.

WHO ?

Who is entitled to a reimbursement of expert's expenses?

- anyone from outside the Commission 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 Commission 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 a Member State).

WHAT ?

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 Community institution for the same visit.

Government experts shall receive a daily allowance for each day of the meeting and, where appropriate, an accommodation allowance, provided that provision for this is made in the rules of procedure of the committee or expert group and 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.

Travel expenses

All experts shall be entitled to the reimbursement of their travel expenses from the place specified in their invitation to the place of the meeting. This travel must be organised on the basis of the most appropriate means of transport and trying to benefit from the most economical travel rates.

The services in charge of reimbursements 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. So please do be careful when organising your trip.

As a general rule, means of transport are:

- first-class **rail** travel for journeys **less than 400 km** (one way);
- **economy class air** travel for distances of **more than 400 km**. **Business class** is allowed for a flight of **4 hours or more without stopovers**;
- **private car**. The travel shall be reimbursed at **the same rate as the first-class rail ticket**, or by default at the rate of **0.22 € per km**.



Travel expenses shall be reimbursed on presentation of supporting documents:

- tickets and invoices;
- in the case of online bookings, the printout of the electronic reservation.

The documents supplied must show the **class of travel** used, the **time of travel** and the **amount paid**.

► Taxi fares shall not be reimbursed.

The Commission 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 stay in the place where the meeting is held, unless such harm is directly attributable to the Commission.

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.

Daily allowance

The **daily allowance** is a **flat rate**. It covers all meals and local transport (bus, tram, metro, taxi, parking, motorway tolls, etc.), as well as travel and accident insurance. It amounts to 92 € per day of meeting.

If the distance between the place of departure cited in the invitation (be it your private or professional address) is 100 km or less from the place where the meeting is held, the daily allowance shall be reduced by 50%. You shall then only receive 46 € per day of meeting.



Accommodation allowance



If you have to spend one or more nights at the place where the meeting is held because the times of meetings are incompatible with the times of flights or trains, you shall also be entitled to an accommodation allowance. This allowance shall be **100 € per night**. The number of nights may not exceed the number of meeting days + 1.

An additional accommodation allowance and/or daily allowance may, **exceptionally**, be paid if prolonging the stay would enable you to obtain a reduction in the cost of transport worth more than the amount of these allowances.

HOW ?

You must provide **in AGM** the **documents necessary for their reimbursement, as required** by the financial rules applicable in the Commission, **no later than 30 calendar days after the final day of the meeting.**

Beyond this deadline, the Commission is absolved from any obligation to reimburse travel expenses or pay any allowances.

Reimbursements shall be made in euros, where appropriate at the rate of exchange 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 Member State, one of its ministries or a public body.



AGM PROCEDURE TO BE REIMBURSED

How to complete and submit your expenses claim :

If you are entitled to claim expenses, you can only submit your claim AFTER the meeting has been held and the meeting organiser has confirmed your attendance.

You will receive an email and a notification telling you that the meeting organiser has confirmed your attendance.

Click on the link in the email to access AGM and log in using your ECAS account.

Go to the meeting list and click 'Expenses claim'. This will be in 'Draft' status next to the meeting for which your attendance has been confirmed.

If you don't start the reimbursement process after this email, you will receive a reminder 10 and 20 days after the meeting assistant closes the meeting. Remember, the submission deadline of the expense claim is 30 days, after reaching the 30 days the claim will be considered as foregone (You have foregone the expense claim or the claim submission deadline has been reached) and cannot be submitted anymore.

If you have not yet entered your bank account details, you will see the message 'please enter bank account details' next to the expenses claim.

The summary page gives an overview of the meeting details, the bank account to be credited, the travel details and supporting documents where applicable

On the bottom of the summary page you have an option "I will NOT submit expenses claim"

By using this option you can indicate that you don't want to claim the expense, preventing any notification still related to this expense claim. You will be prompted to enter a justification message about the reason you don't want to be reimbursed and the expense claim status will change in "Forgone".

Once all your expenses are entered into the system, you can select Submit expenses claim. The claim will then be automatically sent for approval and payment.

You will find the step-by-step procedure by clicking on the FAQ button in AGM (Front Office manual)

<https://webgate.ec.europa.eu/tools/agm/fo/#/meetings?page=1&sort=meeting.startDate+asc>