

RULES ON THE REIMBURSEMENT OF TRAVEL AND SUBSISTENCE EXPENSES FOR PERSONS INVITED TO TAKE PART IN ORAL TESTS AS PART OF A COMPETITION OR SELECTION TESTS FOR TEMPORARY AGENTS ORGANISED BY EPSO

GENERAL PROVISIONS

Article 1

A contribution to the travel and subsistence expenses of persons invited to the oral tests shall be made by EPSO in accordance with the provisions set out below:

TRAVEL EXPENSES

Article 2

1. No reimbursement of travel expenses shall be paid where the distance between the place of residence and the venue is less than or equal to 150 km.
2. If the distance between the place of residence and the venue is greater than 150 km, travel expenses shall be reimbursed on the following basis:
 - cost of a second-class rail ticket based on the shortest standard route upon presentation of the original return ticket, and also:
 - of a sleeper where the journey includes not less than six hours of night travel between 22.00 and 7.00, or a couchette where the journey includes less than six hours of night travel between 22.00 and 7.00;
 - reimbursement of cost of seat reservations and transport of luggage, and of supplements for express trains, upon presentation of the originals of the supporting documents.
3. Expenses arising from sea travel shall be reimbursed in the class corresponding to second-class travel by rail.
4. If a means of transport other than those provided for in paragraphs 2 and 3 above is used, reimbursement shall be on the basis of an allowance per kilometre calculated on the basis of the shortest and most economical standard route by rail, as set out below:
 - EUR 0,1200 per kilometre from 1 to 1 000 kilometres inclusive;
 - EUR 0,0800 per kilometre for the part from 1 001 to 10 000 kilometres;
 - EUR 0,0000 over 10 000 kilometres.

Article 3

Where the distance by rail between the place of residence and the venue is greater than 500 km, the invitee is authorised to travel by air. This limit shall not apply when the person concerned is obliged to make a sea crossing. Reimbursement shall be paid on the basis of an air ticket in economy class, upon presentation of the original ticket and boarding cards.

Article 4

The place of residence for the purposes of reimbursement of travel expenses shall be that mentioned in the letter of invitation issued by EPSO.

However, unless an exception has specifically been granted, if the place of residence is outside the European Union, reimbursement of travel expenses shall only be from the point nearest to that place of residence located in the European territory (in the geographical sense) of one of the Member States.

SUBSISTENCE ALLOWANCE

Article 5

1. Where the distance between the place of residence and the place where the competition is held is equal to or less than 50 km, no contribution to subsistence expenses shall be made.
2. Where the distance between the place of residence and the place where the competition is held is more than 50 km but less than 150 km, a flat-rate contribution of 25€ shall be made.
3. An accommodation allowance of EUR 100 per night shall be granted if the place of residence is more than 150 km from the venue. The allowance shall be granted if the person concerned is obliged to spend one or more nights at the venue because of incompatibility between the times given on the invitation letter and the transport available. It shall be paid upon presentation of supporting documents, in the form of a hotel bill.
4. However, if the person concerned is paid an accommodation allowance in respect of one or several nights, he shall not be entitled to the daily allowance mentioned in paragraph 1.
5. Where the person concerned fulfils the conditions to receive reimbursement of a return flight, and where an extension of the stay is necessary in order to obtain an air ticket at the most economical rate, then that person shall be reimbursed for the price of the ticket upon presentation of that ticket, and shall also receive an accommodation allowance of EUR 100 for each night spent at the place of the venue, provided that the total amount to be paid by the institution remains less than the sum of the normal price of a return air ticket at the full economy fare and the accommodation allowance (or daily allowance) to which the person concerned would normally be entitled.
6. The total amount of the accommodation allowance paid to the invitee may not exceed EUR 400.

Article 6

The sums due in compliance with the above rules shall be paid by bank transfer in euros, or in the currency of the country where the place of residence is located.

FINAL PROVISIONS

Article 7

Currency conversions shall use the monthly conversion rates established by the Commission for this purpose.

Article 8

Invitees shall be covered against the risk of accident throughout their journey and their stay.

Article 8

These provisions shall apply as of 14 March 2008.