

**RULES ON THE FINANCIAL CONTRIBUTION
TOWARDS TRAVEL AND SUBSISTENCE EXPENSES
FOR ACI CANDIDATES INVITED TO ACCREDITATION TESTS**

GENERAL

Article 1

1. A financial contribution to travel and subsistence expenses of ACI candidates invited to an inter-institutional accreditation test shall be made in accordance with the provisions set out below.
2. No contribution shall be paid for participation:
 - in pre-selection tests;
 - in language-adding tests.

TRAVEL EXPENSES

Article 2

1. No contribution to travel expenses shall be paid where the distance between the current place of residence, as stated by the candidate on the claim form, and the place of the test is less than or equal to 200km.

For distances above 200km the following flat-rate amounts apply:

Distance (one way)	Flat-rate amounts in € per leg of journey
201 to 300 km	50
301 to 500 km	60
501 to 1000 km	90
1001 to 2000 km	120
2001 to 3000 km	150
over 3000 km	180

2. "Distance" means the great-circle distance in km between two locations as calculated by DG SCIC. Where the declared place of residence is different from the actual place of departure/return to/from the place of the test, the shorter distance(s) will determine the applicable flat-rate(s).
3. Only the part of the journey directly related to the test within the 4 days window around the test date can be subject to contribution to travel expenses. This window can be extended in case of participation in dummy booth session, upon verification of invitation and attendance.

ACCOMMODATION AND SUBSISTENCE EXPENSES

Article 3

Where the test schedule prevents the candidate from travelling the same day without departing / reaching their residence before 7a.m. / after midnight on the day of the test, an accommodation allowance of €100 per night shall be granted upon presentation of an appropriate invoice. The incompatibility of the test schedule with same-day travel will be verified taking into account normally available connections that would allow the candidate to respect the timeframe above. The total amount of flat-rate accommodation allowances may not exceed €300.

Where no accommodation allowance has been claimed, a daily subsistence allowance of €25 shall be granted for the day of the test.

CANDIDATES WITH DISABILITIES OR SPECIAL NEEDS

Article 4

In order to avoid exceptional hardships and on the explicit and justified prior request by the candidate, DG SCIC may allow derogation from the above rules, in particular for candidates with disabilities or special needs, up to a maximum of the double amount a candidate would have been entitled to.

REIMBURSEMENT FORM AND SUPPORTING DOCUMENTS

Article 5

To benefit from the contribution, the candidate is obliged to fill in the claim form, attach the supporting documents requested and submit them within 3 months of the date of the test. Incomplete forms or files with missing supporting documents will not be processed.

FINAL PROVISIONS

Article 6

Candidates are covered against the risk of accident for the duration of their journey and their stay at the place of the test.

Article 7

1. DG SCIC will pay no contribution to candidates who benefit from a contribution on the basis of rules applicable to persons working within the Institutions or to candidates who benefit from a contribution to these travel and subsistence expenses from another source.
2. False declarations in order to receive an undue contribution may lead to the exclusion of the candidate from the accreditation procedure.

Article 8

The above provisions shall apply to ACI candidates invited to the tests taking place as from 1 January 2019.