



## **RULES FOR THE REIMBURSEMENT OF TRAVEL AND SUBSISTENCE EXPENSES FOR EXCHANGE OF OFFICIALS**

### **CONSUMER PROGRAMME (2014-2020)**

*(Point 5.2 of the 2014 Consumer Work Programme "Support to the exchange of enforcement officials in the areas of consumer safety (GPSD) and consumer protection cooperation (CPC) in the form of special indemnities")*

#### **1. ADMINISTRATIVE FORMALITIES**

The following rules **need to be complied with strictly**:

##### **1.1. Exchange Report**

**By the latest 30 days after the conclusion of the exchange**, the official applying for the reimbursement is requested to submit – together with the form for reimbursement and the supporting documents – an **Exchange Report** in English. The Exchange Report shall include a summary of the main achievements and results of the exchange, and an attestation signed by the representative of the Host authority confirming that the exchange took place.

Please follow the report template attached to the present document.

##### **1.2. Form for reimbursement**

For each exchange, a **reimbursement form** shall be completed and signed by the official. The following supporting documents shall be provided:

For travel expenses the **original return ticket** must be sent to the Executive Agency to allow its verification. Only the actual cost incurred will be reimbursed. The officials must ensure that the fare is shown on the ticket(s), or else provide a **relevant invoice**. (see also point 2.1).

For daily subsistence allowance a flat rate will be reimbursed. (see also point 2.2)

For accommodation allowance the real costs will be reimbursed (provided that the max. ceiling amount as mentioned in the table is respected). The original hotel invoice must be sent to the Executive Agency to allow its verification. (see also point 2.3.)

### **1.3. CHAFEA's contact details**

All requested documents should be sent to the following postal address:

ExO 2014  
Consumers, Health and Food Executive Agency (CHAFEA)  
Bâtiment Jean Monnet,  
Rue Alcide de Gasperi,  
L-2920 Luxembourg

Any inquiries concerning the exchange should be addressed to the following e-mail:  
[CHAFEA-EXO@ec.europa.eu](mailto:CHAFEA-EXO@ec.europa.eu).

## **2. TRAVEL EXPENSES AND SUBSISTENCE EXPENSES**

### **2.1. Travel expenses are reimbursed on the following basis:**

- (1) All officials shall be entitled to the reimbursement of their travel expenses from the address of the Official's authority to the place of the exchange (i.e. the address of the Host authority), 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) the transport can be made by first-class rail travel, and for distances of more than 400 km economy class air travel should be used.

Taxi fares shall not be reimbursed. (see also point 2.2)

The use of private car for the travel shall not be reimbursed.

- (2) Travel expenses shall be reimbursed on presentation of original supporting documents: tickets or invoices or, in the case of online bookings, the printout of the electronic reservation and boarding cards for both journeys. The documents supplied shall indicate clearly the travel class, the time of travel and the amount paid.
- (3) The Executive Agency's authorising officer responsible for the payment of the travel and subsistence expenses will scrutinise particularly closely any requests 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 further proof from the official required for this purpose.

### **2.2. The daily subsistence allowance**

- (1) The daily subsistence allowance paid for each working day of the exchange is a flat rate to cover all expenditure, including for example meals and local transport (bus, tram, metro, taxi, parking, motorway tolls, etc.), as well as travel and accident insurance.
- (2) The daily subsistence allowance shall be reimbursed in accordance with the following table:

Destination	Daily subsistence allowance (EUR)	Destination	Daily subsistence allowance (EUR)
Austria	95,00	Latvia	66,00
Belgium	92,00	Lithuania	68,00
Bulgaria	58,00	Luxembourg	92,00
Cyprus	93,00	Malta	90,00
Czech Republic	75,00	The Netherlands	93,00
Denmark	120,00	Poland	72,00
Estonia	71,00	Portugal	84,00
Finland	104,00	Romania	52,00
France	95,00	Slovakia	80,00
Germany	93,00	Slovenia	70,00
Greece	82,00	Spain	87,00
Hungary	72,00	Sweden	97,00
Ireland	104,00	United Kingdom	101,00
Italy	95,00	Croatia	60,00
Iceland	85,00	Norway	80,00

The number of subsistence days claimed may not exceed the number of working days of the exchange + 1 additional day (see also 2.3(2)).

- (3) If the place of departure (address of the Official's authority) is 100 km or less from the place of exchange (address of the Host authority), the daily subsistence allowance shall be reduced by 50%.

### 2.3. The accommodation allowance

- (1) Officials spending one or more nights at the location of the exchange and during the journey shall be entitled to an accommodation allowance. This allowance shall respect the maximum ceilings set up in the following table:

Destination	Hotel (EUR)	Destination	Hotel (EUR)
Austria	130,00	Latvia	145,00
Belgium	140,00	Lithuania	115,00
Bulgaria	169,00	Luxembourg	145,00
Cyprus	145,00	Malta	115,00
Czech Republic	155,00	The Netherlands	170,00
Denmark	150,00	Poland	145,00
Estonia	110,00	Portugal	120,00
Finland	140,00	Romania	170,00
France	150,00	Slovakia	125,00
Germany	115,00	Slovenia	110,00
Greece	140,00	Spain	125,00
Hungary	150,00	Sweden	160,00
Ireland	150,00	United Kingdom	175,00
Italy	135,00	Croatia	120,00
Iceland	160,00	Norway	140,00

The number of nights may not exceed the number of working days of the exchange + 1 additional day

- (2) Additional day(s) for accommodation allowance and/or daily subsistence allowance may, exceptionally, be paid if prolonging the stay would enable the official to obtain a reduction in the cost of transport worth more than the amount of these allowances. Proof has to be provided by the Official.

#### **2.4. Payment**

- (1) The payment for reimbursement will be made by the Executive Agency within 30 days from receipt of the documents indicated under point "1. Administrative formalities". If corrections or clarifications are needed, this deadline may be suspended until the requested information is received by the Executive Agency, or may be extended by another 30 days.
- (2) Reimbursement of expenses will be paid by bank transfer in **Euro** at the rate ruling on the first day of the month of the exchange.

Any conversion into Euro of costs incurred in other currencies shall be made at the exchange rate on the first day of the month of the exchange, established by the Commission and published on its website

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)

Standard information (official's name, location and meeting date) will be added to the payment communication. If the account holder needs more precise information, please specify it clearly on the application form.

Reimbursement of the costs shall be paid into the account of the Official's authority (e.g. an account in the name of the Member State, one of its ministries or a public body).

All reimbursements of travel expenses, daily allowances and/or accommodation allowances shall be made to one and the same account.

- (2) The recipient will be required to repay any sums paid in error.
- (3) In duly justified exceptional cases, officials may have the right to an advance payment (covering maximum 50% of the estimated costs of the exchange), provided that a motivated request is submitted at the time of the application and that the total estimated costs of the exchange, as accepted by the Executive Agency, are above 3.000,00 €.

#### **3. OTHER PROVISIONS**

- (1) Officials shall not receive a reimbursement from other sources for the same exchange.
- (2) The Executive Agency may at any time check the statements made in a request for reimbursement and request further information or proof from the official, if needed.

- (3) No moral, material or bodily harm incurred by the person in the course of the journey or stay in the place where the exchange is held may be the subject to a claim against the Executive Agency unless such harm is directly attributable to the Executive Agency.

Enclosed:     - Template of exchange report  
                  - Model form for reimbursement