

GENERAL PROVISIONS

Article 1

A financial contribution to the travel and subsistence expenses or the reimbursement of these expenses for persons invited to staff selection tests by the EAHC shall be granted on the terms set out in the following articles:

TRAVEL EXPENSES

Article 2

1. Travel expenses shall not be reimbursed where the distance between the place of residence and the place where the selection tests are held is 150 km or less.
2. Where the distance between the place of residence of the candidate and the place where the selection tests are held exceeds 150 km, travel expenses shall be eligible under the following conditions:
 - the shortest, most direct and most economical standard route;
 - travel by rail: second-class;
 - on production of a travel ticket and/or a voucher where the journey includes travelling between 22:00 hours and 07:00 hours, the cost of a couchette, or in case of travelling for more than 6 hours between 22:00 hours and 07:00 hours, the cost of a sleeper.
3. Travel costs by ship shall be eligible on the basis of the equivalent class of a second class rail.
4. For travel by car, expenses shall be reimbursed on the basis of the equivalent second class rail fare price, excluding couchette, sleeper and other supplements.

Article 3

Where the distance by rail between the place of residence of the candidate and the place where the selection is held exceeds 500 km or where the travel requires a sea-crossing, the candidate shall be entitled to travel by air.

For travelling by air, travel expenses shall be re-imbursed on production of a travel ticket and/or voucher. The shortest, most direct and most economical solutions shall be sought. The reimbursement of the incurred travel expenses shall be limited to the price of an economy class ticket price, unless a cheaper fare can be used (for example Apex).

Article 4

The place of residence of the candidate - from which travel costs are eligible - shall be the location specified in the candidate's invitation letter for the tests issued by the EAHC.

Notwithstanding the above paragraph and unless a different provision is made in the candidate's invitation letter, for a candidate having a place of residence - as defined in the above paragraph - outside the territory of the European Union, only costs for travelling from the nearest point in the European Union territory to the candidate's place of residence up to the place where the selection tests are held shall be eligible.

SUBSISTENCE ALLOWANCES

Article 5

1. Where the distance between the place of residence of the candidate and the place where the selection tests are held is 50 km or less, no subsistence allowance shall be paid.
2. Where the distance between the place of residence of the candidate and the place where the selection tests are held is more than 50 km but less than 150 km, a subsistence allowance of 25 EUR shall be paid as a flat rate amount.
3. A subsistence allowance of 100 EUR shall be paid as a flat rate amount if the distance between the place of residence of the candidate and the place where the selection tests are held is more than 150 km.

One additional flat rate subsistence allowance of 100 EUR shall be paid if the candidate is obliged to spend an additional night at the place where the selection tests are held further to incompatible time schedules of the selection tests and the available transport for the candidate to return to his/her place of residence. The additional subsistence allowance shall be paid as a flat rate amount on production of supporting documents, including the hotel bill.

If the candidate, however, is entitled to receive an accommodation allowance in respect of one or several nights meant by the previous paragraph, he/she shall not be entitled to an additional flat rate subsistence allowance as defined in the previous paragraph.

4. Where the candidate is obliged to stay one extra night at the place where the selection is held to benefit from a cheaper air travel ticket than the economy class ticket price, the candidate is entitled to receive an additional subsistence allowance of 100 EUR per extra night spent.

The total amount of additional subsistence allowances may, however, never exceed the amount saved by travelling using a cheaper air ticket. Also, the number of all subsistence allowances paid shall not exceed the number of nights spent at the place where the selection tests are organised.

5. The total amount of subsistence allowances paid to the candidate per invitation letter for attending selection tests may not exceed EUR 400.

Article 6

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

FINAL PROVISIONS

Article 7

Any conversion of currency shall be made at the monthly accounting rate established by the Commission and published on its website¹ for the first day of the month of the selection tests.

Article 8

These provisions shall apply as of 01 October 2008.

¹ <http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=home&Language=en>