



EUROPEAN COMMISSION

EuropeAid Co-operation Office

Thematic operations

Acting Director

Brussels, **03 DEC. 2007**
AIDCO/F4/MP/av D(2007) 25314

NOTE TO ALL CONTRACTORS OF FWC BENEFC AND COM 2007

Subject : Framework contracts BENEFC and COM 2007 – flights costs reimbursement

Reference : Global Terms of Reference

It appears appropriate to clarify in depth the rule regarding the class to be used by experts¹ for flights in the context of the above mentioned Framework contracts.

As a general principle and in line with contractual provisions (Global Terms of Reference, Annex II to the Framework contract BENEFC, pt. 3.4 and COM 2007, pt. 7.1.4), the experts are due to travel in Economy class. Via the Important message on the Internet, it was recently clarified that when the Business class is used it will be reimbursed on the basis of the cost of the Economy class, full rate.

This flexible position appeared however to be misinterpreted. Indeed, some Framework contractors misunderstood that the contractual obligation for using the Economy class remains valid and the Business class must remain an exception. I wish to point out that reimbursement of a Business class ticket is to be considered as derogation to the contractual conditions of payment of air travels. For security of transactions, it is appropriate to fix the conditions of such derogation.

The following rules are therefore to be followed for all the flight tickets confirmed the day after the present note is dispatched to the Framework Contractors:


- Flights must be in **Economy class**.
- On **exceptional** basis justified by reasons related to the project and upon **written ex-ante approval** of the Project manager, the Business class may be used and the **real cost** will be reimbursed (e.g. when administrative order to travel is issued too closely to the day of travel and it is impossible to fly by other class than Business).

¹ as well as event co-ordinators and moderators for the Lots "Conference"

- If the Business class is used **without such a written ex-ante approval**, it will be reimbursed on the basis of the **cheapest Economy class**. In this case, the Framework contractor shall provide evidence of such a cost (e.g. printing the flight rates on the day of ordering the ticket or providing a statement from a travel agency.)

The Economy class should be of APEX type whenever possible. In case the flight(s) must be modified in the interest of the project, generating additional costs or penalties, the Project manager must give a written approval and all the flight related costs will be reimbursed.

I thank you for your continuous cooperation.


A. Bouratsis

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