



European Centre for the
Development of Vocational Training
Procurement Service

CLARIFICATION (03.05.2007)

Cedefop's clarification

As from the 1st of May 2007, Cedefop follows new rules concerning the reimbursement of the travel, subsistence and miscellaneous expenses of experts from outside the Centre invited to meetings. Therefore please replace Annex IV to the Draft Framework Contract with the annexed document.

EUROPEAN CENTRE FOR THE DEVELOPMENT OF VOCATIONAL TRAINING

Rules concerning the reimbursement of the travel, subsistence and miscellaneous expenses of experts from outside the Centre invited to meetings

THE GOVERNING BOARD OF THE EUROPEAN CENTRE FOR THE DEVELOPMENT OF VOCATIONAL TRAINING

HAVING REGARD to Council Regulation (EEC) No 337/75 of 10th February 1975 establishing a European Centre for the development of vocational training,

HAVING REGARD to the financial regulation applicable to the European Centre for the development of vocational training (Cedefop decision of 31.3.2003, last modified on 16 March 2006,

HAS ADOPTED THESE RULES:

General provisions

Article 1

1. Persons to whom these rules apply
 - a) Experts from outside the Centre invited to deliver professional advice to committee members, a group of experts or individuals invited for meetings regardless of where the meeting is held.
 - b) Any person responsible for accompanying a handicapped person invited as an expert to the Centre.

Article 2

No moral, material or bodily harm incurred by the expert or by the person responsible for accompanying a handicapped expert in the course of the journey or of his stay in the place where the meeting is held may be the subject of a claim against the Centre unless it can be imputed to the Centre.

The person invited using his/her own means of transport assumes, in particular, entire responsibility for any accident which may occur.

II - Payment of expenses

Travel expenses

Article 3

1. The expert has the right to reimbursement of his/her travel expenses from the place of departure (professional or private address) to the place where the meeting is taking place using the most economic form of transport, taking into account the distance: in principle by first class rail for distances not exceeding 400 kilometres (single ticket based on the official distance calculated by the railway company), economy class air tickets for distances exceeding 400 kilometres or where the journey involves a sea crossing.
2. Travel expenses are reimbursed upon presentation of the original documents, tickets or printouts in the case where tickets are purchased on-line, as well as the boarding pass for the outward journey. The documents submitted should show the travel class, the travel time and the price paid.
3. Reimbursement for travel by car shall be based on the first-class rail fare.

4. Where rail travel is not available for the journey undertaken by private car, reimbursement will be calculated at the rate of 0,22 €/km.
5. Taxi fares will not be reimbursed.

Article 4

By derogation from the provision of Article 2, the Director of the Centre may decide that the travel expenses will only be reimbursed on the basis of the return rail fare in second class. In such a case, the invitation letter shall specify the reimbursement conditions.

Subsistence expenses

Article 5

1. The allowance for expenses per day of meetings, cover all the expert's expenses at the place where the meeting is held, including the cost of meals and local travel (bus, tram, underground, taxi)
2. The daily expenses allowance amounts to 92,00 €.
3. If the distance of the place of departure to the meeting is equal to or less than 100 km, the allowance for expenses per day shall be reduced by 50%.
4. If the expert is obliged to spend one or several nights at the place of the meeting on account of the incompatibility of the hours of the meeting with travel arrangements¹, a nightly accommodation allowance will be paid. This allowance amounts to 100,00€ per night, the number of nights cannot exceed the number of days of the meeting + 1.
5. An allowance for accommodation and/or daily expenses can be approved exceptionally if the extension of the stay allows the use of cheaper flight tickets and provided that the economy made is higher than the cost for the additional allowances.
6. The allowance for daily expenses and/or accommodation can be increased by 50% for high level experts by reasoned decision of the authorising officer. In this case this has to be mentioned in the invitation letter.

Article 6

In the case where the time period between two meetings does not permit the expert to return to his place of departure or if the expert prefers not to leave the place of the meeting, the latter has the right to the daily subsistence allowance for each intervening day, but the cost of allowances for the intervening days should not exceed the price of the return air fare.

Article 7

All expenses incurred by a handicapped expert and his/her accompanying person which are cannot be covered sufficiently by the allowances laid down in Article 4, will be reimbursed on the request of the responsible authorising officer and upon presentation of the necessary documents.

¹ As a general rule the expert cannot be obliged either at the place of departure or the place of the meeting to:

- leave the place of departure or the place of the meeting before 7.00 a.m. (rail or other means of transport) or before 8 a.m. in the case of air travel);
- arrive at the place of the meeting after 9:00 p.m. (airport) or 10.00 p.m. (rail or other means of transport);
- return to the place of original departure after 11.00 p.m. (airport, railway station or other means of transport).

Article 8

1. Unless stated to the contrary in the letter invitation and in the request for the organisation of the meeting, experts are entitled to an allowance for expenses per day of the meeting and, if necessary, accommodation, provided they state on their word of honour that they do not receive similar allowances from another Community institution for the same stay. The responsible authorising officer assures the coherence between the contents of the invitations and the request for the organisation of the meeting.
2. The responsible authorising officer, by a duly motivated decision and on presentation of the required documents may approve reimbursement of expenses incurred by the expert following specific written or oral instructions.
3. Each reimbursement of travel expenses and daily allowance and/or accommodation shall be paid to one and the same bank account.

III – FINANCIAL PROVISIONS

Article 9

1. The payment order is drawn up on the basis of a request for reimbursement, duly completed and signed by the expert and the meeting secretary responsible for checking the attendance of the expert.
2. Experts are required to provide to the secretaries of the meetings, the documents necessary for reimbursement as cited in the financial provisions applicable to the Centre at the latest within 30 calendar days following the last day of the meeting, as evidenced by the date of postage, the date of the fax or the mail.
3. The Centre will reimburse within the period laid down in the relevant implementing provisions of the financial regulation.
4. In the absence of justification by the expert, accepted by the reasoned decision of the authorising officer, non-respect of the provisions under paragraph 2, relieves the Centre of any obligation to reimburse travel costs and daily allowance expenses.

Article 10

1. Travel expenses are reimbursed in Euro at the prevailing exchange rate on the day of the meeting.
2. Transfer of the allowance for daily expenses and, where it is the case, for accommodation is made in Euro on the basis of the exchange rate on the day of the meeting. The allowances for daily expenses and accommodation will be reviewed on the basis of any modifications made by the Commission.

IV – TRANSITIONAL AND FINAL PROVISIONS

Article 11

Experts invited before the new provisions enter into force will be reimbursed on the basis of the decision of Centre of 24/01/1997.

This decision replaces the decision of 24/01/1997.

Article 12

These rules enter into force on 1 May 2007.

3 April 2007



For the Governing Board
The Chairman
Peter Rigney