



CEDEFOP

European Centre for the Development
of Vocational Training

Director

Cedefop/DGE/1/2010

Revised version of Guide to Missions dated 18/5/2007

Guide to missions

General implementing provisions adoption the Guide to missions for
officials and other servants of Cedefop

23/07/2010

CEDEFOP DECISION

of 23/07/2010

General implementing provisions adopting the Guide to missions for officials and other servants of Cedefop

THE DIRECTOR,

Having regard to the Staff Regulations of officials of the European Communities and the Conditions of employment of other servants of the European Communities laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68, and in particular Article 71 of the Staff Regulations, concerning the reimbursement of expenses incurred in the course of or in connection with the performance of duties, and Articles 11 to 13a of Annex VII to those Staff Regulations,

Having regard to the Cedefop Decision of 18 May 2007 adopting the Guide to missions for officials and other servants of the Centre,

Having regard to the amended Guide for missions as adopted by the Commission on 18/11/2008 and to the need for Cedefop to align its relevant practices to those of the Commission except where derogation is necessary due to particular circumstances and is duly substantiated,

Having regard to the formal delegation to adopt implementing provisions of 13 October 2008 from the Governing Board to Cedefop's Director in light of the decision of the enlarged Bureau at its meeting of 3-4 October 2007,

After consulting the Commission services and the Staff Committee,

HAS DECIDED

Article 1

The new version of the Guide to missions for officials and other servants of Cedefop contained in the Annex is hereby approved.

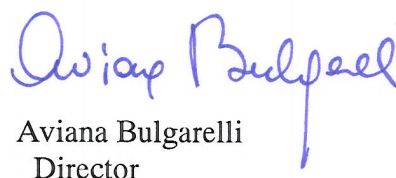
Article 2

These provisions repeal and replace the Decision of 18 May 2007 adopting the Guide to missions.

Article 3

These provisions shall enter into force the day after their signature by the Director.

Done in Thessaloniki, 23 July 2010


Aviana Bulgarelli
Director

ANNEX

GUIDE TO MISSIONS FOR OFFICIALS AND OTHER SERVANTS OF CEDEFOP

adopted by the Cedefop Decision of xx/xx/2010
The previous Decisions adopted by the Centre
ARE HEREBY REPEALED

This Guide to Missions replaces that adopted by the Cedefop Decision of 18 May 2007.

The provisions of this Guide apply to missions by Cedefop staff based at Thessaloniki and Brussels.

Information on the protection of personal data: the arrangements for managing missions have been notified by the Commission to the Data Protection Officer in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000. As Cedefop's Guide to Missions follows that of the Commission, the relevant requirements are duly covered.

For more information, see: http://www.cc.cec/pers_admin/missions/dpo-notification.pdf.

INTRODUCTION

What are missions? Whenever officials or other members of staff are required to travel away from their place of employment for the requirements of the service, this constitutes a mission. Every mission requires a travel order.

WHO DOES WHAT?

- Members of staff going on mission: with the help of the travel agency and, where necessary, of the Missions Section, staff members going on mission must submit to their immediate superiors and authorising officers a mission programme which allows them to carry out their professional engagements in the most cost-effective manner. In particular, they must inform authorising officers of any possible alternatives in terms of means of transport, the conditions and rates applicable, the price of the proposed journey and the travelling time, and of any exceptional arrangements involving extra costs, so that authorising officers can give their informed consent. Priority should be given to public or shared transport (train, shuttle, official/hire car with driver) in view of its low environmental impact, especially for transfers to airports/railway stations. Staff going on mission must inform the travel agency what the precise mission arrangements are and how flexible the tickets need to be.
- The immediate superior decides whether the mission is politically and administratively appropriate and certifies that the declaration of expenses is accurate.
- The finance service attests on the availability of the budget.
- The authorising officer certifies the political and administrative appropriateness of the mission and approves the costs involved, confirming that the mission itinerary serves its purpose in the most cost-effective manner, taking account, among other things, of the means of transport to be used, the travel time, the fare conditions, notably with regard to ticket flexibility, and the interests of the service. The authorising officer must check that staff members going on mission declared any additional costs related to detours made for private reasons on the mission order form.
- The Missions Section is available to advise authorising officers and staff going on mission before any decision is taken. It is the Missions Section's duty to inform the authorising officer in good time of any matter of importance which might compromise sound financial management of appropriations. It may therefore ask the authorising officer to review a decision taken in advance and reconfirm it.
- The Cedefop-approved travel agency is required to provide the member of staff travelling on mission with all the information necessary for organising the trip so that the official engagements, of which it has been informed by the staff member, can be performed in the most cost-effective manner and to issue transport tickets at the best available market price in the light of the details with which it has been provided.

- BEFORE DEPARTURE

Note: staff members are advised to consult the PowerPoint presentation
(<http://livelink/livelink/livelink.exe?func=ll&objId=446528&objAction=browse&sort=name>)

TRAVEL ORDER SIGNED BY the staff member undertaking the mission	
TRAVEL ORDER SIGNED BY the immediate superior	
TRAVEL ORDER VERIFIED BY Missions Section	
<u>Travel order signed by the authorizing officer responsible for the related budget line: see Annex IX</u>	<u>Tickets</u> To be ordered from the approved travel agency

- ON RETURN

STATEMENT OF EXPENSES SIGNED BY THE IMMEDIATE SUPERIOR

To be sent to the Missions Section accompanied by: - all tickets used - boarding cards - all supporting documents

STATEMENTS OF EXPENSES MUST BE SUBMITTED FOR REIMBURSEMENT WITHIN A MAXIMUM OF 3 (THREE) MONTHS OF RETURN FROM MISSION.

STATEMENTS SUBMITTED AFTER THAT DEADLINE MUST BE ACCOMPANIED BY A DULY SUBSTANTIATED SPECIAL REQUEST FORM AND AN EXCEPTION SIGNED BY THE AUTHORISING OFFICER.

Please be kind enough to attach the supporting documents in chronological order on a blank A4 sheet of paper. This makes the work easier for the Missions Section in processing the expenses claim.

I AM GOING ON MISSION — WHAT DO I NEED TO DO?

Before departure

Submit and sign a travel order (fibus). Have it signed by your immediate superior and by the relevant authorising officer.

Book your tickets through the travel agency (annex II) approved by the Centre (check the details of the booking and ensure that the authorising officer has signed before you confirm the reservation). Cedefop strongly advises staff against using their own cars when going on mission.

Book accommodation if needed (annex VII).

Find out what the relevant safety and insurance rules are.

For more information contact the Missions Section.

While on mission

If staff member have an accident or require assistance, he has to contact the travel insurance call centre before taking any other measures (see Section 14). Detailed information can be found at http://www.cc.cec/pers_admin/missions/insurance_en.html.

On return

Complete a statement of expenses as soon as possible and sign it. Have it signed by the line manager to whom authority has been delegated and send it immediately, and at the latest within three months of returning from mission (see Section 11), to the Missions Section, together with all tickets and boarding cards and any originals of supporting documents relating to expenses.

1. TRAVEL ORDER

Travel orders authorise staff to travel outside their place of employment for the requirements of the service. They should contain full details of the planned mission. They must specify in particular the place¹, purpose and programme of the mission, itineraries², the means of transport used, the rate communicated and, where appropriate, the conditions applied, the expected cost, any detours or parts of the journey made for private reasons and any additional costs.

In the interests of sound financial management, the financial section must contain precise details.

Travel orders must provide authorising officers with the information they need to sign them in full knowledge of the facts. When completing a travel order, you must give details of any exceptional arrangements involving extra costs and inform the authorising officer accordingly so that he or she can authorise them where they are justified by the requirements of the service. Any exceptional arrangements made for private reasons must be paid for by the staff member to the travel agency direct.

1.1. Signing travel orders

The travel order shall be signed by the staff member going on mission, his/her hierarchical superior and the Head of Area.

For missions the costs of which are met by an Area other than that of the staff member concerned, travel orders shall be signed by:

- the immediate superior of the staff member, and
- the authorising officer³ in the Area which is responsible for the mission being carried out.

The signing of the travel order by the authorising officer entitles the staff member to reimbursement of the costs subject to the rules in force.

1.2. Consultation procedure for missions outside the EU, EFTA and Candidate Countries

Staff being sent on mission outside the EU, EFTA and Candidate Countries must first obtain the agreement of the Director before submitting the travel order to the authorising officer for signature.

1.3. Passports and visas

The person going on mission shall personally be responsible for completing all formalities to obtain a visa.

Only the cost of the visas and related costs only are reimbursed on presentation of supporting documents. The costs of obtaining a passport and other related expenses, such as for photographs, are not reimbursed.

1.4. Authorising expenditure and exceptions

Authorising officers have to manage the resources for which they are responsible. To this end, they must evaluate whether or not missions and requests for exceptions submitted by staff going on mission are justified, and substantiate any exception to the general rules applicable, in relation to the needs of the service and in conformity with the principles of sound financial management, in particular on economy and cost effectiveness, as defined in the Financial rules. They may, where necessary, consult Finance.

Finance must inform the authorising officer in good time of any matter of importance which might compromise sound management of appropriations and must draw the authorising officer's attention to the different options allowing the needs of the departments to be met and to the costs involved in each case.

¹ That is, the relevant town or city.

² The distance between the place of employment and the mission location is calculated on the basis of the official national rail route or the most direct flight.

³ Authorising officer stands for Authorising officer and Authorising officer by delegation.

Any request for derogation as regards hotel costs must be approved by the authorising officer before departure on mission. Derogation requested after the mission should be accompanied by an explanation why approval could only be requested after the mission.

1.5. Registration fees for congresses, conferences, seminars, etc.

Registration fees for seminars, conferences, congresses, etc. attended at the request of Cedefop in the interests of the service are reimbursed.

Staff on mission should preferably pay such expenses on the spot.

Where direct payment of such expenses by Cedefop is necessary, an application accompanied by the programme, registration forms and a copy of the travel order on which these fees are explicitly mentioned must be sent to the invoicing Section at least 4 (four) weeks before the start of the mission.

If this is not possible, Finance may grant an advance to cover the payment of registration fees on arrival (see 3.1).

The finalised programme, detailed invoice and proof of payment must be attached to the statement of expenses.

Registration fees for training purposes are not considered to be mission expenses and must be charged to the appropriations for “training courses and traineeships” (budget line 1440).

Applications for the reimbursement of registration fees for conferences at the place of employment should be sent to the Finance Service (see Annex X for details).

2. CORPORATE CREDIT CARD AND ADVANCES ON MISSION EXPENSES

2.1. Corporate credit card - not applicable

2.2. Advances⁴

Staff members may request an advance for any mission for which they expect to bear expenses of more than EUR 400.

In no circumstances can advances exceed 80% of the estimated total expenditure indicated in the travel order.

Any sums paid by way of an advance will be deducted from the amounts reimbursed to cover mission expenses.

2.3. Advances not used

If an advance has been paid to a member of staff for a mission that has subsequently been cancelled, the amount of the advance is to be automatically deducted from a subsequent salary payment.

3. TRANSPORT

3.1. General rules

Staff travelling on mission must use the most appropriate and cost-effective means of transport for achieving the purposes of the mission in the interests of the service. Particular attention should be paid to the degree of flexibility required for the tickets booked through the travel agency in view of the direct bearing this has on the rates applied. For missions that are organised well in advance and are unlikely to be cancelled, staff should book their tickets at the earliest opportunity in order to take advantage of the best rates offered by the agency.

All travel is deemed to start at the place of employment. Staff going on mission are directly and personally responsible for any excess costs arising from detours made for private reasons, including departures from and/or returns to any other place, and are responsible for reporting the excess costs involved. The resulting cost will be deducted from the amount to be reimbursed.

Travel expenses incurred for the purposes of a mission are reimbursed exclusively on the basis of the cost of the most appropriate and cost-effective means of transport between the place of employment and the place(s) of mission. Reimbursement will take account of the times of meetings and will be based on the best rates available from the preferential rates negotiated and other fares available through the approved travel agency.

For members of staff with a disability recognised by the Cedefop's medical service, their circumstances will be taken into account in determining the most appropriate means of transport and the terms of travel.

In all cases, it is up to line managers to designate the most suitable staff member for each mission, taking account of the conditions in which it will be performed.

All tickets should preferably be issued electronically.

3.2. Cedefop-approved travel agency (see Annex II)

The travel agency assists staff going on mission in organising their missions as efficiently as possible at the best conditions available on the market.

The approved travel agency must provide the different rates available, taking account of the requirements of the mission as indicated by the member of staff going on mission, so that the staff member concerned and the authorising officer can reach a decision in full knowledge of the facts.

Preference should be given to electronic ticketing (⁵).

⁴ Please note that the advance will be paid to the bank account of the staff member.

No one may be obliged to spend the weekend preceding or following the mission at the place of mission for the sole purpose of obtaining a cheaper ticket. The approved agency must provide any information, verbally or in writing, needed for the organisation of the mission and will deliver tickets and other documents as quickly as possible.

Staff going on mission who use another travel agency will be reimbursed no more than the amount equal to the best rate available from the approved agency. In cases of force majeure, costs over and above the approved agency's rates will be reimbursed where the relevant authorising officer has granted a derogation.

3.3. Travel by rail

Travel expenses are reimbursed on presentation of supporting documents on the basis of the first-class rail fare, including the cost of seat reservations and any supplements. Any rail ticket that cannot be reimbursed and has not been issued to a named traveller can be used by a member of staff other than the person for whom it was reserved provided that this is mentioned in both files.

3.4. Travel by air

If the agency is unable to issue tickets for "low-cost" companies, which may provide an efficient solution for certain destinations, staff going on mission may make reservations and payment directly by Internet and claim reimbursement on their statement of mission expenses (see Section 11 — Statement of expenses).

(1) Air travel may be booked:

- (1) in economy class or equivalent, at the lowest available rates, taking into account the times of meetings and/or special features of the mission, for all segments that involve less than four hours continuous flying time;
- (2) in business class or equivalent, at the lowest available rates, taking into account the times of meetings and/or special features of the mission, if the journey includes at least one segment involving at least four hours continuous flying time; or where there is a physical need recognised by the Medical Officer of Cedefop;
- (3) in first class or equivalent.

Authorisation to travel first class or equivalent may be granted in exceptional circumstances by the Director in the following cases:

- When the member of staff is accompanying a Member of the Commission travelling first class
- When the journey is deemed "tiring" in accordance with point 2 and business class is not available (fully booked or not on offer) and the mission is necessary and cannot be changed.

(2) Tiring journeys

Where a journey involves a time difference of more than four hours, a day's rest is allowed at the place of the mission before official engagements begin.

(3) Overbooking

If boarding is denied, staff members are required to take all possible measures so that the agency will be able to take action against the airline concerned (see Section 15 — Rights of passengers).

(4) Miscellaneous

Transporting documentation by air:

⁽⁵⁾ A copy of the reservation can be submitted as supporting documentation for the reimbursement of the expenses.

Where heavy and/or bulky documentation or equipment has to be transported by air, the staff member travelling on mission will be reimbursed for excess baggage on approval by the authorising officer.

Used tickets and original boarding cards must be attached to statements of expenses.

3.5. Travel by car

The use of a car is authorised where this improves the cost effectiveness or is necessary for professional reasons and particularly where the vehicle is shared by a number of colleagues.

Car hire

Car hire may take place in exceptional cases and should be approved by the Directorate.

The application (see Annex III) must be duly substantiated:

Hire cars must be reserved through the approved travel agency or directly with a hire company (Annex III). The category of vehicle must correspond to the requirements of the mission, taking account of the number of passengers, the distance to be travelled and the place of mission.

Official car

Within the general rules set out in Section 3.1, the use of the official cars for a mission is subject to the approval of the Director.

3.6. Private car

Cedefop strongly advises staff against using their own cars when going on mission.

Members of staff who choose to use their own cars for mission-related travel remain fully liable for any accidents involving their vehicle and for any traffic offences. Cedefop will not accept any requests for compensation or reimbursement.

Members of staff going on mission are required to use appropriate, safe and properly serviced vehicles and to comply with the relevant safety rules: rest times, highway code, etc.

Travel by private car for professional reasons

Where use of a private car is necessary for professional reasons, travel costs are reimbursed on the basis of the first-class rail fare. However, when staff members carry out missions in special circumstances where there are definite disadvantages to any alternatives, authorising officers may decide to grant the staff members concerned a kilometre allowance⁶. In such cases, other expenses (motorway tolls, parking, ferry crossings, etc.) can also be reimbursed on presentation of the corresponding supporting documents.

Travel by private vehicle for personal reasons

Use of any private vehicle (car, motorbike, plane, etc.) is reimbursed up to the price of the most suitable means of transport. If several people travel together in one vehicle, only the person in charge of the vehicle will receive travel expenses. Where the use of a vehicle for personal reasons lengthens the mission, subsistence costs (daily subsistence allowances and accommodation costs) will be calculated on the basis of the duration of the journey using the most suitable means of transport.

3.7. Travel by boat

The appropriate class and cabin supplements will be authorised in accordance with the needs of the service and in line with the length and cost of the trip.

⁶ The current rate is EUR 0.22 per kilometre.

3.8. Shuttles and taxis

Cedefop encourages the use of public transport. Staff going on mission to Brussels are reminded that a shuttle bus service runs between the airport and the Commission's main sites. Staff should preferably use this service, if necessary in combination with a taxi or any other means of public transport.

Airport transfers are reimbursed on request at the price of the shuttle service or on presentation of supporting documents.

Taxis may be used for transfers to airports or stations at the place of employment or the place of mission where public transport is not a suitable alternative (for example, for safety reasons) as confirmed by the authorising officer by means of his or her signature on the travel order or statement of expenses. Expenses on taxis are reimbursed on presentation of the original supporting documents duly and clearly completed⁷.

3.9. Parking

Parking expenses are reimbursed on the same terms as expenses on taxis, that is, subject to confirmation by the authorising officer by means of his or her signature on the travel order or statement of expenses.

3.10. Unused tickets

Air tickets must be cancelled immediately by sending an e-mail to the travel agency.

Unused or partially used (non-electronic) rail tickets must be returned to the travel agency as quickly as possible. The documents concerned should be handed in to the travel agency in return for a receipt (do not send tickets by mail), which should be attached to the statement of mission expenses.

Partially used rail tickets must be cancelled at the station where the journey is interrupted and the fact that they have not been used should be indicated on them.

If staff have not been able to cancel unused tickets, the application for reimbursement must be justified and countersigned by the authorising officer.

4. DAILY SUBSISTENCE ALLOWANCES

(See tables in Annex I)

4.1. Calculation

Daily subsistence allowances are calculated as follows:

- six hours or less: 20% of the daily allowance and any transport costs on the basis of supporting documents, up to the limit foreseen in annex I if a private car is used or the first-class rail fare if the staff members travels by train;
- more than six hours but not more than twelve hours: half the daily allowance;
- more than twelve hours, but not more than twenty-four hours: the daily allowance;
- each successive 12-hour period: half the daily allowance.

The daily allowance rates are subject to periodic review.

The following give entitlement to daily allowances:

- rest days granted by Cedefop under the rules on tiring journeys (see Section 3.4(2));
- days spent at the place of mission between meetings, where justified by the requirements of the mission and where cost-effective.

⁷ Giving the name of the taxi firm. In the absence of original supporting documents, a solemn statement countersigned by the authorising officer by delegation can be submitted.

4.2. Expenses covered

The daily subsistence allowance is paid as a flat-rate amount and covers breakfast and the two main meals, and any other personal daily expenses, including local transport.

Any other expenses incurred in the interests of the service (e.g. photocopies, telephone calls, Internet, costs of exchange transactions, inter-city travel, etc.) or in the event of force majeure will be reimbursed on the basis of a decision signed by the authorising officer and accompanied by the relevant supporting documents.

The daily allowance is to be reduced by 30% for each meal provided by others. The reduction for breakfast is 15%.

4.3. Long-stay missions

For long stay (i.e. where the mission is expected to last more than four consecutive weeks in the same place), the authorising officer may reduce daily allowance rates and maximum hotel prices by one quarter.

5. ACCOMMODATION

5.1. General rules

Accommodation costs are reimbursed together with the daily subsistence allowance.

Staff going on mission must book their own accommodation directly, taking into account the allowances to which they are entitled (see Annex I).

If necessary, they can seek assistance from the travel agency. Staff going on mission are required to stay in facilities formally serving that purpose. Evidence of payment (hotel bills or equivalent) must comply with local tax legislation.

The evidence must be attached to the statement of expenses and must state separately any breakfast taken.

5.2. Exceptions concerning hotel expenses

Where the cost of accommodation is more than the maximum limit, a substantiated application for special authorisation, signed by the authorising officer, should be attached to the travel order, or after the mission, to the statement of expenses.

5.3. Accompanied travel

If staff going on mission share their hotel room with someone not involved in the mission, they must ask for the single room rate to be indicated on the hotel bill. Failing this, 25% of the price of the double room will be deducted from the amount billed.

5.4. Cancellation

In the event of the cancellation, postponement or change of a reservation, for whatever reason, staff members must inform the hotel chain immediately in writing (fax or e-mail)

Where cancellation fees are due as a result of negligence on the part of the member of staff concerned, he or she will be liable for the expenses incurred, except in the case of a duly substantiated decision by the authorising officer.

6. EXPENSES PAID BY ORGANISERS; ACCOMMODATION AND MEALS PROVIDED BY OTHERS

If mission costs are paid by the organisers, they are either covered directly or reimbursed to Cedefop. For that purpose Finance needs to be informed accordingly (see Annex VIII).

Before the mission, the authorising officer must check that there are no potential conflicts of interest and that the mission is in Cedefop's interest.

If a Community Institution, an administration or an outside organisation covers the costs of meals, accommodation and/or subsistence, this should be mentioned on the travel order and without fail on the statement of expenses (indicating the number of meals/overnight stays provided per place of mission). In such cases, the daily allowance will be reduced accordingly. The allowance is reduced by 30% for each meal provided, and by 15% for breakfast⁸. In exceptional cases, the authorising officer may decide, in agreement with the member of staff concerned, not to grant a daily allowance.

Any fees paid by an outside organisation should be declared on the travel order and/or the statement of expenses and will be deducted from the balance for the mission (see also Section 12 on gifts). The authorising officer shall certify that the mission has been carried out.

⁸ If colleagues treat one another to meals on a private basis, this does not have to be declared.

To this end, all relevant documentary evidence⁹ must be enclosed with the statement of expenses.

7. DURATION OF A MISSION

The duration of a mission is calculated from the time of departure of the means of transport used to the time of its arrival on return to the place of employment.

Travel must be organised so that the mission lasts as short a time as possible given the means of transport used and is as cost-effective as possible.

The daily allowance is to be calculated on the basis of official published timetables, the starting and finishing times of meetings and the means of transport and type of tickets used.

Solely for the purpose of settling mission expenses, 30 minutes are automatically added to the departure and arrival times for journeys by train and 1.5 hours (one and a half) before take-off and 1 hour (one) after landing for journeys by air.

In the case of a one-day mission, the duration of the mission should not, in principle, exceed 12 hours.

Similarly, the total working day (on mission and at the office) on the day of departure and the day of return should not exceed 12 hours.

Staff going on mission cannot be obliged, either at the place of employment or at the place of mission, (not including the extra time added for the purposes of calculating the allowances) to:

- leave their place of employment or place of mission before 07.00 (station or other transport type) or before 08.00 (airport);
- arrive at the place of mission after 21.00;
- arrive at the place of employment after 23.00 (airport, station or other transport type).

The return journey must be commenced in principle:

- in the case of travel by air, not more than three and a half hours after the end of the meeting;
- in the case of travel by any other means of transport, not more than two hours after the end of the meeting.

If the duration of the mission is extended for personal reasons (leave, weekend, public holiday, etc.), substitute times will be applied automatically for the outgoing and/or return journey.

The notional timetables will be calculated on the basis of the most appropriate and most cost-effective means of transport for the normal purpose of the mission regardless of the traveller's rights, with no restrictions concerning the time of departure or the arrival time as detailed above.

7.1. Return to the place of employment after midnight

If the staff member on mission effectively returns to their place of employment after 23h00 (arrival time of flight), the staff member shall benefit from the rules regarding late arrivals. This provision **only applies** when the return from mission takes place directly after the meeting and the following day is a working one (see working hours decision).

⁹ Examples of relevant documentary evidence would be: the invitation from the organisers, with their full contact details, the official programme of the event, the list of participants, an attendance certificate, a letter of thanks from the organisers or, in the absence of any other supporting document, a solemn statement signed by the member of staff concerned.

8. CHANGES TO A MISSION

8.1. Before you leave

Cancellation

If a mission is cancelled, you must:

- cancel the tickets and hotel reservations **immediately** in writing (e-mail, fax, etc.) either via the approved travel agency or by contacting the transport companies and hotels concerned. Failure to do so will result in any costs incurred by Cedefop being charged to you. Any rail ticket that cannot be reimbursed and has not been issued to a named traveller should not be sent back to the travel agency but should be attached to the statement of expenses for the cancelled mission;
- inform Finance;
- indicate any cancellation fees.

Changes to the dates of the mission

- If any changes are to be made to the dates specified in the original travel order, a new travel order must be issued.
- Otherwise, and especially where the changes were unexpected, the mission dates must be altered in the statement of expenses as laid down in Section 8.2.

8.2. During the mission

Extension

Missions may have to be extended on account of unforeseen circumstances.

If the duration of the mission initially indicated on the travel order is extended, leading to additional costs, this should be mentioned on the statement of expenses.

Interruption or modification in the interests of the service (recall)

All expenses incurred in relation to the mission will be reimbursed.

Interruption or modification for personal reasons

All costs will be met by the member of staff concerned.

Interruption for reasons of force majeure

Costs incurred as a result of illness, accident, early return from mission or travel assistance will be covered by insurance (see services offered).

9. MISSIONS COMBINED WITH ABSENCE FOR PERSONAL REASONS

An ad hoc signature by the authorising officer is required if a mission is to be combined with absence for personal reasons of more than three calendar days as a result of leave, a weekend, non-working days or public holidays.

10. MISSION INTERRUPTING A PERIOD OF LEAVE

Where justified in the interests of the service, as substantiated by the authorising officer, all the costs associated with the interruption of or recall from leave will be borne by the Institution and treated in the same way as a mission.

If you are called back from leave, no daily allowance will be paid at your place of employment and accommodation expenses will not be paid. However, if your own residence is temporarily unavailable,

you can make a formal declaration to that effect and, if the declaration is accepted by the authorising officer, accommodation expenses may be paid.

11. STATEMENT OF EXPENSES

Immediately on your return from mission, you must draw up a mission reimbursement request form which will be signed by the line manager to whom authority has been delegated and, where necessary, by the authorising officer. The supporting documents must be sent without delay to Finance.

Unless the authorising officer issues a derogation in accordance with Section 1.4, any statement of expenses submitted more than **3 months** after the date of return from the mission will not be reimbursed. Following a reminder from Finance, any advances or travel expenses already paid will be deducted from your salary.

Statements of expenses should be completed carefully and correctly.

Original supporting documents to be attached to the statement of expenses

- tickets, boarding passes;
- hotel bills or equivalent;
- derogations, if any;
- requests for car hire and car hire contract;
- any other proof of expenditure for which reimbursement is requested.

For missions by air, original boarding cards must be attached to statements of expenses. Passenger receipts will be required if a detour has been made for private reasons, if you have paid for the air ticket yourself and in the case of any dispute with an airline.

Failure to comply with these provisions will delay reimbursement of the expenses incurred. The actual routes and departure and arrival times of the transport used should be indicated.

Authorising officers should ensure that mission reports are presented soon after the mission take place.

12. GIFTS OR PAYMENTS OFFERED TO STAFF

The rules in this area are published and regularly updated on IntraComm (http://www.cc.cec/pers_admin/missions/rights_en.html).

In any event, any fees or other payments received must be declared (on the travel order and/or the statement of expenses) and will be deducted from the total mission expenses payable or from your salary.

Staff members are also advised to consult the rules on ethics - http://www.cc.cec/pers_admin/ethics/index_en.html as well as the decisions and guidelines as published on Cedefop's Intranet.

13. SAFETY ON MISSION AND ON THE ROADS

Staff are reminded that, when travelling on mission, they are solely responsible for their own safety and for the safety of their personal effects and the money in their possession.

They should therefore take all necessary precautions, e.g. by not carrying more cash than is absolutely necessary.

The best way to travel is by public or shared transport (train, shuttle, official car or hired car with driver). Cedefop strongly advises staff against using their own cars when going on mission (see Section 3.6). If

staff members do use their own car when on mission, they must use appropriate, safe and properly serviced vehicles and must comply with the relevant safety rules (rest times, highway code, etc.).

14. TRAVEL INSURANCE AND ASSISTANCE

If staff members encounter a problem during a mission, before doing anything else¹⁰ they should contact Cedefop's insurers (see Annex IV), who are on hand 24 hours a day, and follow their instructions.

15. PASSENGERS' RIGHTS¹¹

If staff members are denied boarding, their flight is cancelled or they experience other problems, they should follow the procedure set out below:

The first step is to contact a representative of the airline (usually at the airport office) who will record in writing their right to compensation; this will be paid immediately or within 7 days at the latest, in cash, by bank transfer or by cheque. Staff on mission are not permitted to accept travel vouchers. This compensation is in addition to being placed on the next available flight or to a voucher for a night in a hotel and a meal as appropriate. Under no circumstances may staff travelling on mission volunteer to take a later flight at the airline's expense if they have the option of leaving at the time originally planned.

If the delay in boarding threatens the normal completion of the mission, staff members must decide whether or not to continue the mission.

The statement of expenses must include the amount of compensation received (from which any extra costs to Cedefop will be deducted), as well as any nights in a hotel or any meals paid for by the airline; these will be taken into account when settling the mission expenses.

16. MEDICAL ASPECTS OF MISSIONS

16.1. Ill health during the mission

If, for reasons of ill health, staff members are unable to carry out their mission, are obliged to extend it or are unable to return to the place of employment, they must inform their immediate superior and the Centre's Medical Service by the quickest possible means, giving the exact address and details of how they can be contacted directly.

The rules on this matter are published on IntraComm.

(http://www.cc.cec/pers_admin/sick_insur/proced/index_en.html
http://www.cc.cec/pers_admin/sick_insur/accident/index_en.html). In the event of hospitalisation during a mission, daily mission allowances will no longer be paid; however, the hospitalisation costs will be reimbursed under the sickness insurance scheme.

16.2. Missions to the tropics – not applicable

16.3. Missions to countries where hygiene is a problem

Travellers to countries where hygiene is a problem are advised to take particular care not to drink unsterilised water (drink bottled water).

Staff should also be careful not to use unsterilised water for cleaning teeth or dentures.

As a rule, staff members should drink bottled water or tap water purified using sterilising tablets.

¹⁰ After they have obtained any immediate assistance required to deal with the problem, of course.

¹¹ Regulation (EC) No 261/2004 of the European Parliament and of the Council of 11 February 2004

(http://europa.eu.int/comm/transport/air/rights/info_en.htm), which entered into force on 17 February 2005.

Staff should not drink unsterilised milk or eat yoghurts or unwashed (or poorly washed) fruit or vegetables.

16.4. Staff with health problems or allergies and expectant mothers

Staff with health problems or allergies and expectant mothers should draw attention to their condition before having vaccinations of any kind or taking medication to protect against malaria.

ANNEXES

These Annexes contain extracts from legislative acts and information which may vary over time; they are provided here only as a guide.

The content of the Annexes does not form an integral part of the Guide.

Barème des indemnités journalières et des plafonds des frais d'hébergement
applicables aux missions du personnel de la Commission dans les États
Membres¹

Destination	Plafond des frais d'hébergement (hôtel)	Indemnité journalière
Belgique	148	102
Bulgarie	135	57
République tchèque	124	70
Danemark	173	124
Allemagne	128	97
Estonie	105	80
Irlande	159	108
Grèce	112	82
Espagne	128	88
France	180	102
Croatie	110	75
Italie	148	98
Chypre	140	88
Lettonie	116	73
Lituanie	117	69
Luxembourg	148	98
Hongrie	120	64
Malte	138	88
Pays-Bas	166	103
Autriche	132	102
Pologne	116	67
Portugal	101	83
Roumanie	136	62
Slovénie	117	84
Slovaquie	100	74
Finlande	142	113
Suède	187	117
Royaume-Uni	209	125

¹ Barème prévu à l'article 13, paragraphe 2 de l'annexe VII du statut tel que modifié par le RÈGLEMENT DÉLÉGUÉ (UE) 2016/1611 DE LA COMMISSION du 7 juillet 2016 portant sur le réexamen du barème applicable aux missions des fonctionnaires et autres agents de l'Union européenne dans les États membres

Barème applicable aux missions dans les pays tiers²

DESTINATIONS	Indemnité Journalière en EUR	Plafond des frais d'hébergement (hôtel) en EUR
Afghanistan	50	75
Afrique du Sud	50	145
Albanie	50	160
Algérie	85	85
Andorre*	68,89	126,57
Angola	105	175
Anguilla	75	140
Antigua et Barbuda	85	140
Antilles néerlandaises	90	185
Arabie Saoudite	85	195
Argentine	75	210
Arménie	70	210
Aruba	80	185
Australie	75	135
Azerbaïdjan	70	200
Bahamas	75	115
Bahreïn	80	195
Bangladesh	50	140
Barbade	75	140
Belarus	90	135
Belize	50	135
Bénin	50	100
Bermudes	70	140
Bhoutan	50	130
Bolivie	50	100
Bonaire	90	185
Bosnie Herzégovine	65	135
Botswana	50	135
Brésil	65	180
Brunei	60	165
Burkina Faso	55	90

² Décision C(2002) 98 de la Commission du 24 janvier 2002

DESTINATIONS	Indemnité Journalière en EUR	Plafond des frais d'hébergement (hôtel) en EUR
Burundi	50	115
Caïmans, îles	60	135
Cambodge	50	115
Cameroun	55	105
Canada	65	165
Cap-Vert	50	75
Centrafricaine, Rép	60	80
Chili	70	175
Chine	55	155
Cisjordanie et Bande de Gaza	60	110
Colombie	50	120
Comores	50	85
Congo (Rép. Dém. du)	105	140
Congo (Rép. du)	70	115
Cook, îles	50	135
Corée (Nord), R.P.D.	50	180
Corée (Sud), Rép. de	100	200
Costa Rica	50	140
Côte d'Ivoire	60	130
Cuba	75	150
Djibouti	65	170
Dominicaine, Rép.	60	170
Dominique	75	140
Egypte	65	140
El Salvador	55	125
Emirats arabes Unis	70	195
Equateur	50	140
Erythrée	50	80
Etats-Unis d'Amérique (Autres)	80	200
Etats-Unis d'Amérique (New York)	100	275

DESTINATIONS	Indemnité Journalière en EUR	Plafond des frais d'hébergement (hôtel) en EUR
Ethiopie	50	145
Fidji	50	120
Gabon	75	115
Gambie	50	120
Géorgie	80	215
Ghana	70	140
Grenade	75	140
Guadeloupe	65	115
Guam	60	135
Guatemala	50	125
Guinée équatoriale	60	85
Guinée, Rép. de	50	135
Guinée-Bissau	50	90
Guyane	50	160
Guyane Française	55	140
Haïti	65	125
Honduras	50	125
Hong-Kong	60	205
Inde	50	195
Indonésie	50	145
Indonésie - Timor oriental	50	110
Iran, Rép. Islam.d'	55	145
Iraq	60	85
Islande	85	160
Israël	105	210
Jamaïque	60	170
Japon	130	275
Jordanie	60	135
Kazakhstan	70	175
Kenya	60	165
Kirghizistan	75	180

DESTINATIONS	Indemnité Journalière en EUR	Plafond des frais d'hébergement (hôtel) en EUR
Kiribati	60	145
Koweït	85	195
Laos	50	145
Lesotho	50	100
Liban	70	190
Liberia	85	150
Libye, Jamahiriya ar.	50	175
Liechtenstein	80	95
Macao	55	95
Macédoine (ARY)	50	160
Madagascar	50	105
Malaisie	50	200
Malawi	50	165
Maldives	50	135
Mali	60	95
Mariannes du Nord, îles	70	135
Maroc	75	130
Marshall, îles	50	135
Martinique	70	110
Maurice, Rép.	60	140
Mauritanie	50	75
Mayotte	50	110
Mexique	70	185
Micronésie	55	135
Moldova	80	170
Monaco*	72,58	97,27
Mongolie	70	90
Montserrat	55	140
Mozambique	60	140
Myanmar	50	75
Namibie	50	85

DESTINATIONS	Indemnité Journalière en EUR	Plafond des frais d'hébergement (hôtel) en EUR
Nauru	50	135
Népal	50	135
Nicaragua	50	135
Niger	50	75
Nigeria	50	185
Niue	50	135
Norvège	80	140
Nouvelle-Calédonie	55	135
Nouvelle-Zélande	60	125
Oman	70	135
Ouganda	55	180
Ouzbékistan	75	155
Pakistan	50	130
Palau	50	135
Panama	50	160
Papouasie Nouvelle Guinée	55	135
Paraguay	50	140
Pérou	75	135
Philippines	60	150
Polynésie française	60	135
Puerto Rico	65	140
Qatar	65	135
Réunion	60	90
Russie	90	275
Rwanda	65	160
Saint Kitts et Nevis	85	185
Sainte-Lucie	75	140
San Marino*	60,34	114,33
Saint-Vincent et les Grenadines	75	190
Salomon, îles	50	120
Samoa	50	135

DESTINATIONS	Indemnité Journalière en EUR	Plafond des frais d'hébergement (hôtel) en EUR
Samoa Américaines	70	135
São Tome et Principe	60	95
Sénégal	65	135
Seychelles	85	140
Sierra Leone	55	135
Singapour	75	150
Somalie	50	125
Soudan	55	215
Sri Lanka	50	105
St Marteen	90	185
Suisse	80	140
Suriname	55	125
Swaziland	50	90
Syrie	80	145
Tadjikistan	75	110
Taiwan, Prov de Chine	55	200
Tanzanie	50	200
Tchad	65	145
Thaïlande	60	145
Timor Oriental	50	110
Togo	60	95
Tokelau, îles	50	135
Tonga	50	105
Trinité et Tobago	60	115
Tunisie	60	85
Turkménistan	80	150
Turks et Caicos, îles	55	135
Turquie	55	165
Tuvalu	50	135
Ukraine	80	190
Uruguay	55	160

DESTINATIONS	Indemnité Journalière en EUR	Plafond des frais d'hébergement (hôtel) en EUR
Vanuatu	60	110
Vatican*	60,34	114,33
Venezuela	85	125
Vierges, îles (Etats-Unis)	55	140
Vierges, îles (Grande-Bretagne)	75	140
Viêt-Nam	50	205
Wallis & Futuna Islands	50	135
Yémen	60	165
Yougoslavie, Rép.Féd.(Serbie et Monténégro)	80	140
Zambie	50	135
Zimbabwe	50	115
Autres pays	60	145

* rattaché géographiquement aux pays correspondants :

- Andorre : Espagne
- Monaco : France
- San Marino : Italie
- Vatican : Italie