

Rules on Reimbursement of Expenses to Participants in Events organised under Enlargement Countries Projects financed by the European Commission

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1. Definitions

Participants are persons invited by EMSA to participate in events organised in the framework of the Enlargement countries projects. Participants shall be designated (in view of their particular function or expertise) by the relevant governmental administrations of the Enlargement beneficiary countries.

Speakers are participants¹ who are invited by EMSA to deliver lectures and/or otherwise share their expertise with other participants at the events organised in the framework of the Enlargement countries projects. Speakers shall be selected in view of their particular function or expertise and regardless of their country of origin.

Force majeure shall mean any unforeseeable and exceptional situation or event beyond the control of EMSA or the participant not attributable to error or negligence on their part or on the part of the nominating authorities prevents one of them from attending or holding the EMSA event that could not have been avoided by the exercise of due diligence. Labour disputes, strikes and financial problems cannot be invoked as force majeure unless they are the direct consequence of an established case of force majeure.

EMSA events are trainings, meetings, workshops, seminars and other events organised by EMSA.

Place of departure is the address to which the invitation from EMSA has been sent. If the invitation was sent by electronic means, the place of employment of the participant is considered as the place of departure.

Overnight stay is every occasion when the participants need to spend the night at the place where the meeting is held.

2. Costs related to events

Participants in events under the Enlargement Countries Projects are entitled to:

1. Per-diems per each necessary overnight stay (covering accommodation, meals and local transport);
2. Return by plane/train/bus/car from the place of departure to the place of the EMSA event;
3. Transfer from/to the airport on departure/arrival in case the distance from the place of residence or place of employment to the airport exceeds 50 km (one way).

The above entitlements are applicable provided that the participants have registered to the event or confirmed their attendance in writing following a written invitation by EMSA.

The expenses are reimbursed provided that the participants are not in receipt of a similar reimbursement or allowance from any other organisation or person in connection with the same event. Participants shall repay EMSA any sum paid in error.

2.1 PER-DIEMS

Per-diems are provided to participants in order to cover the expenses related to their participation in the EMSA event. Per-diems are paid as flat-rate amounts for every overnight stay necessary for the purposes of covering accommodation, meals and local transport (bus, tram, metro, taxi, parking, public transport transfer to/from the airport or between airport terminals, etc.) on the first day of the relevant EMSA event.

¹ Unless specified otherwise all references to participants shall be applicable to speakers as well

The applicable per-diem rates are those published at the European Commission, EuropeAid Development and Cooperation Office [website](#) on the first day of the EMSA event.

The latest published rates at the date of the first event day will apply.

Hotel accommodation for participation in EMSA events shall be arranged and paid directly by the participants. As explained above, the per-diems cover accommodation, hence participants do not have to present any hotel invoices to EMSA.

2.2 TRAVEL TO THE PLACE OF THE EMSA EVENT

2.2.1 GENERAL PROVISIONS

Participants shall be entitled to the reimbursement of their travel expenses from the place of departure to the place where the EMSA event is held by the most appropriate means of transport given the distance involved.

Travel expenses by any means of transport shall be reimbursed on the following basis:

- a) The cost of travel by air, in economy class, at the most economical available rates, up to a maximum amount of EUR 1,000.00. A prior agreement by EMSA shall always be obtained by the participant when the price of travel by air may exceed EUR 1,000.00 or when economic class is not available. When no prior agreement has been obtained by the participant, EMSA shall limit the payment of travel by air (excluding any extra costs) to EUR 1,000.00. Extra costs (e.g. credit card fees, SMS confirmation, seat reservations, transport of necessary luggage, supplements for highspeed trains, travel agency fees) up to a maximum amount of EUR 40.00.
- b) The cost of travel by train/bus in first class, at the lowest available rates, shall be reimbursed.
- c) The cost of travel by car shall be reimbursed at the rate of EUR 0.28 per km (e.g. when the route is not served by train or bus), calculated on the basis of an online map calculation, namely Google Maps, option "by car". Motorway toll charges will be reimbursed separately on presentation of supporting documents.
- d) Transfer from/to the airport on departure/arrival in case the distance from the place of residence or place of employment to the airport exceeds 50 km (one way), regardless of the mode of transport selected (i.e. bus, train, taxi, etc.), is reimbursed EUR 0.28 per km, calculated on the basis of an online map calculation, namely Google Maps, option "by car".

2.2.2 Travel Reimbursement of Exceptional Routes

If a participant must travel from and/or to a location different than the place of departure ("exceptional route"), he/she shall request, by the deadline for registration, a prior agreement by EMSA and provide a justification together with relevant supporting documents in order for the travel costs borne by the participant to be considered for reimbursement by EMSA. Requests for approval for exceptional routes and/or supporting documents received after this deadline may be rejected and EMSA may decide not to reimburse the related expenditure.

The amounts to be reimbursed shall in any case be limited to the costs for the route between the place of departure and the place where the EMSA event is held ("regular route").

3. Reimbursement procedure

3.1 PROOF OF ATTENDANCE

For each EMSA event, attendance lists (provided by EMSA) duly signed by the participants shall provide evidence of attendance.

3.2 REIMBURSEMENT REQUESTS

Participants requesting reimbursement of costs for the first time are requested to provide a duly completed legal entity form and bank account form to EMSA. The forms shall be sent to the participants together with the Invitation Letter and are also available at:

[Legal Entity Form \(LEF\)](#)

[Bank Account Form \(BAF\)](#)

Participants shall be reimbursed following e-submission of all necessary documents via the EMSA Event Registration Tool (online registration):

1. Document/s providing the cost of the travel (e.g. e-ticket with price, invoice).
2. Document/s providing the cost of motorway toll in case of travel by private car.
3. Information on the distance between place of residence/employment and airport, if above 50 km.

If the EMSA Event Registration Tool is exceptionally not available, participants shall submit the Reimbursement Form (Annex). Participants will be informed on the way of submitting the expenses in the invitation letter.

3.3 DEADLINE FOR REIMBURSEMENT REQUESTS

Regardless of the way of submission, participants shall submit the above-mentioned documents within 30 days after the end of the event. Requests for reimbursements and/or supporting documents received after this deadline may be rejected and EMSA may decide not to reimburse the related expenditure.

Information on available remedies may be found at [EMSA website](#).

3.4 PAYMENTS

Reimbursement of expenses shall be executed by bank transfer in Euro to a single bank account within 30 days from receipt of duly completed Reimbursement Form and all supporting documents. EMSA will make any conversion between the Euro and another currency at the daily Euro exchange rate published in the Official Journal of the European Union, or failing that, at the monthly accounting exchange rate, as established by the European Commission and published on the [official webpage](#) applicable on the day of the invoice or receipt date.

3.5 INFORMATION

Participants shall be informed in advance of the applicable Rules, the procedures, applicable per-diem rates and of any forms to be completed.

4. Liability

No moral, material or bodily harm incurred by the person in the course of the journey or stay in the place where the EMSA event, workshop or other event took place may be subject to a claim against EMSA unless it can be imputed to EMSA.

In case of travel by private motor vehicle the owner, holder and/or driver of the vehicle shall be fully liable for any damage incurred in relation to the operation of the vehicle according to general legislation in place. No moral, material or bodily harm incurred in relation to the use of a private motor vehicle may be subject to a claim against EMSA.

5. Applicable rules

Rules applicable for the reimbursement will be those in force at the date of the invitation letter.

Annex – Expenses Reimbursement Form

Expenses Reimbursement Form Participants in events organised under Enlargement Countries Projects

| | | | |
|----------|--|-----------|--|
| Surname: | | Forename: | |
| Country: | | Position: | |

| | |
|--|--|
| Bank Account form provided <input type="checkbox"/> no, completed form attached <input type="checkbox"/> yes, already provided previously Please re-confirm: Account holder <input type="text"/> Bank account No. <input type="text"/> | Legal Entity form provided <input type="checkbox"/> no, completed form attached <input type="checkbox"/> yes, already provided previously LEF ABAC number: BAF ABAC number: |
|--|--|

Name of event:

Date(s) Number of days Number of nights

Time: from to Place

Means of transport: air travel rail/bus private car other (pls.specify)

| Place | Date | Time | Class | Fare (+currency) | Supplement | |
|--|-------|-------|-------|---------------------|------------|----------------|
| | | | | | Type | Price (+ curr) |
| Dep. ¹ | | | | | | |
| Arr. | | | | | | |
| Dep. | | | | | | |
| Arr. | | | | | | |
| TOTAL COST² : (+ currency) | | | | | | |

Accommodation: hotel: **TOTAL COST³**(+ currency) _____ private

I the undersigned, declare that the copies which I present as evidence of the reimbursable costs conform to the originals in my possession. Should those originals be requested by EMSA I will make them available to EMSA as soon as possible. All of the above statements are true and accurate.No reimbursement of the above stated costs will be claimed from another source.

.....
Date and signature

¹ Date and time of departure from / arrival at airport, train station and comparable, in case of travel by private vehicle actual departure/expected return time.

² Cost to be evidenced by appropriate documents (ticket, invoice, etc.).