

# **EMSA Rules on Reimbursement of Expenses to Experts**

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# 1. EXPERTS

## 1.1 Definitions

**Experts** are persons invited by EMSA to participate in the work of the Agency with a view to their particular function or expertise. They receive reimbursement for their travel expenses, accommodation and daily subsistence allowances, provided they are not in receipt of a similar reimbursement or allowance from any other organisation or person in connection with the same visit, following an invitation from EMSA.

**Force majeure** shall mean any unforeseeable and exceptional situation or event beyond the control of EMSA or the expert not attributable to error or negligence on their parts which 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 the Agency.

**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 expert is considered as the place of departure.

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

## 1.2 Travel Reimbursement

### 1.2.1 General provisions

Experts 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.

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

- The cost of travel, 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 expert when the price of travel may exceed EUR 1,000.00. When no prior agreement has been obtained by the expert, EMSA shall limit the payment of travel ticket (excluding any agency fees) to EUR 1,000.00.

b) The cost of travel by train in first class, at the lowest available rates, shall be reimbursed.

c) The cost of travel by air in business class or equivalent, at the lowest available rates, shall be reimbursed only if the economic class is not available, following a prior written agreement by EMSA.

Travel to and from an airport or between terminals of airports shall be reimbursed only when public transport, such as an airport bus, or train is used. Taxi or airport/hotel shuttle fares are not reimbursed.

d) Extra costs (e.g. sms confirmation, seat reservations, transport of necessary luggage, supplements for high-speed trains) shall be reimbursed up to a maximum amount of EUR 40.00.

e) Travel expenses by private car shall be reimbursed at the rate of EUR 0.28 per km (calculated on the basis of a google map tool on internet). Motorway toll charges will be reimbursed separately on presentation of supporting documents.

For the purposes of travel expenses reimbursement, the actual cost of the ticket/s paid by the expert shall be taken into account. For this purpose, the expert is requested to provide supporting documents as to the actual price of the ticket for the journey in question at the time of the EMSA event.

The calculation of reimbursable costs shall be based on the provisions of paragraphs a) to e) above, depending on the mode of transportation used.

When a ticket is booked via a travel agency the handling fee will be reimbursed up to a maximum amount of EUR 30.00, notwithstanding any additional credit card fees. For the purposes of evidencing the exact price of the ticket and the amount of the handling fee, evidentiary documentation (e.g. electronic ticket, airline/train/bus receipts) need to be provided together with the final invoice for the travel. Only one handling fee per traveller shall be reimbursed by EMSA.

### 1.2.2 Travel Reimbursement of Exceptional Routes

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

If an expert wishes to 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 expert to be considered for reimbursement by the Agency. Requests for reimbursements or supporting documents received after this deadline may be rejected and EMSA may not reimburse the related expenditure.

Please note that if travelling from a different location (“exceptional route”) involves abnormally higher costs, reimbursement shall be limited to the costs for the route between the place of departure and the place of EMSA event (“regular route”).

## 1.3 Accommodation and Daily Subsistence Allowances

Experts shall receive an accommodation allowance at the flat rate of EUR 101.00 per necessary overnight stay and a daily subsistence allowance at the flat rate of EUR 83.00 per day of EMSA event held in Lisbon, Portugal.

For EMSA events held in other locations, accommodation and daily subsistence allowances will be reimbursed according to the amounts indicated in **Annex A** to these Rules.

For events which take half a day (4 hours or less) the accommodation allowance shall be paid per necessary overnight stay and 2/3 of the daily subsistence allowance shall be paid.

The daily subsistence allowance shall cover all expenses at the place where the EMSA event takes place, including breakfast, meals and local transport (e.g. taxi, bus, tram, metro, airport/hotel shuttle).

The accommodation allowance shall cover all the expenses related to accommodation (e.g. city tax, service tax). Hotel accommodation shall be arranged and paid directly by the expert.

Daily subsistence allowance for up to two days may be paid for an extra overnight stay necessary to qualify for a reduced transport fare, e.g. through a stay over a night from Saturday to Sunday, provided the reduction amounts to at least the extra allowance paid. An extra overnight stay shall also be paid for those experts who have provided evidence that they cannot reach their final destination the same day the EMSA event ended.

Experts shall be informed in advance about the flat rates for reimbursement and about the applicable rules. The Rules on Reimbursement shall be sent to experts together with the invitation letter.

They are also available on EMSA website under <https://extranet.emsa.europa.eu/e-register/events>

## 2. REIMBURSEMENT DECISION

When the distance between the place of departure and the place of EMSA event does not exceed 50 km (calculated on the basis of a google map tool on internet), the experts will be considered as taking part in an activity in their place of employment and therefore they will be not entitled to any reimbursement of their travel expenses, nor to the accommodation and daily subsistence allowances.

Outside of the above case, the experts shall receive reimbursement of travel expenses for their participation in and contribution to EMSA's work according to Article 1.2. The expenses shall be reimbursed provided that the experts have confirmed their attendance following a written invitation by EMSA and have attended the EMSA event. On every occasion, participation shall be evidenced by the signature of the expert on the attendance list/s.

In cases of a cancellation of an event by EMSA due to circumstances of *force majeure* experts who have commenced their journey shall be reimbursed by the Agency for the expenses incurred.

## 3. REIMBURSEMENT PROCEDURE

### 3.1 Documents

Experts shall be reimbursed following a submission of a duly completed and signed the Expenses Reimbursement Form, **Annex B** to these Rules.

The Reimbursement form shall be accompanied by the relevant supporting documents which fall within the following categories:

1. Document/s providing the cost\* of the travel (e.g. e-ticket, copy of the travel agency invoice).
2. Document/s providing the cost of public transport for travel to and from an airport or between terminals of airports when public transport, such as an airport bus or train, is used (e.g. copy of the ticket).
3. Document/s providing the cost of motorway toll in case of travel by private car.

\*The amount of the travel agency fee and any extra costs (e.g. sms confirmation, seat reservations, transport of necessary luggage, supplements for high-speed trains) shall be shown separately.

Experts requesting reimbursement of expenses for the first time are required to complete also:

4. Legal Entity Form; and
5. Financial Identification Form.

Both forms are available on EMSA website under <https://extranet.emsa.europa.eu/e-register/events>. Any change to the information provided in these documents shall be communicated through resubmission.

In order to complete the reimbursement file, EMSA will request the copies of all relevant documents including documents for the return journey.

### 3.2 Deadline for Reimbursement Requests

Experts are obliged to submit reimbursement requests for travel expenses duly completed and including all requested supporting documents within 30 days after the end of the event the expert was participating in. Requests for reimbursements or supporting documents received after this deadline may be rejected and EMSA may not reimburse the related expenditure.

Information on available remedies may be found at EMSA website: <http://www.emsa.europa.eu/emsa-homepage/156-uncategorised/1512-remedies.html>

### 3.3 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 website indicated below, applicable on the day of the invoice or receipt date.

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)

Experts shall repay any sums paid in error.

## 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 car the owner, holder and 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 car may be subject to a claim against EMSA.

## 5. APPLICABLE RULES

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

## List of Annexes

<b>Annex A – Allowances</b>
<b>Annex B - Expenses Reimbursement Form - Experts</b>

## Annex A – Allowances<sup>1</sup>

Countries	Allowance per day of meeting (€)	Accommodation allowance (€)
Austria	102	132
Belgium	102	148
Bulgaria	57	135
Croatia	75	110
Cyprus	88	140
Czech Republic	70	124
Denmark	124	173
Estonia	80	105
Finland	113	142
France	102	180
Germany	97	128
Greece	82	112
Hungary	64	120
Iceland	85	160
Ireland	108	159
Italy	98	148
Latvia	73	116
Lithuania	69	117
Luxemburg	98	148
Malta	88	138
Netherlands	103	166
Norway	80	140
Poland	67	116
Portugal	83	101
Romania	62	136
Slovakia	74	100
Slovenia	84	117
Spain	88	128
Sweden	117	187
Turkey	55	165
United Kingdom	125	209

<sup>1</sup> This Annex contains information which may vary over time and be subject to periodic revision.



## Annex B - Expenses Reimbursement Form - Experts

Surname ..... Forename .....  
E-mail ..... Country .....

Bank account information
Please re-confirm: Account holder <input type="text"/>
Bank account No. <input type="text"/>
« Valid_in_ABAC » « LEF » « LEF_ABAC »

Reason for the travel .....

Date(s) ..... Number of days ..... Number of nights ..... Place .....

Means of transport:  by air  by rail  by private car  other (pls.specify)

TOTAL COST<sup>2</sup> : (+ currency) .....

I the undersigned, declare that the copies which I present as evidence of the reimbursable costs conform to the originals in my possession. 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

<sup>2</sup> Cost to be evidenced by copies of invoices/receipts for travel, including cost of motorway toll when travelling by private car and cost to travel to and from an airport or between terminals of airports when public transport is used. The amount of the travel agency fee and any extra costs (e.g., sms confirmation, seat reservations, transport of necessary luggage, and supplements for high-speed trains) shall be shown separately. Please refer to Article 3.1 of the Rules.

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