

# **Rules for Reimbursement of Participants in Events organised under ENP and Enlargement Projects financed by the European Commission**

# Table of Contents

<b>1. Definitions</b> .....	4
<b>1.1 Participants</b> .....	4
<b>1.2 Speakers</b> .....	4
<b>2. Costs related to the participation in events under ENP Projects</b> .....	4
<b>2.1 events held in Lisbon, Portugal</b> .....	4
<b>2.1.1 Participants from ENP beneficiary countries</b> .....	4
<b>2.1.2 Participants outside ENP beneficiary countries</b> .....	4
<b>2.2 events held outside Lisbon, Portugal</b> .....	5
<b>2.3 Per-diems</b> .....	5
<b>2.4 Accommodation</b> .....	5
<b>2.5 Travel to the place of the EMSA event</b> .....	5
<b>2.6 Visa and medical insurance</b> .....	6
<b>2.6.1 Cost of the visa and medical insurance</b> .....	6
<b>2.6.2 Travel and accommodation costs to obtain visa</b> .....	6
<b>3. Costs related to events under the Enlargement countries Project</b> .....	6
<b>3.1 events HELD in AND/OR OUTSIDE Lisbon, Portugal</b> .....	7
<b>3.2 Per-diems</b> .....	7
<b>3.3 Accommodation</b> .....	7
<b>3.4 Travel to the place of the EMSA event</b> .....	7
<b>4. Reimbursement procedure for participants in Events, organised by EMSA under ENP and Enlargement Projects Financed by the European Commission</b> .....	8
<b>4.1 Proof of attendance</b> .....	8
<b>4.2 Reimbursement requests</b> .....	8
<b>4.3 Information</b> .....	9
<b>5. Liability</b> .....	9

Annexes:

Annex I to the Rules for Reimbursement of Participants in Events, organised under Projects financed by the European Commission – Expenses Reimbursement Form – Participants in event under ENP projects reimbursed by checks

Annex II to the Rules for Reimbursement of Participants in Events, organised under Projects financed by the European Commission – Expenses Reimbursement Form – Participants in event under ENP projects reimbursed by bank transfers

Annex III to the Rules for Reimbursement of Participants in Events, organised under Projects financed by the European Commission – Expenses Reimbursement Form – Participants in event under the Enlargement countries project

# 1. Definitions

## 1.1 PARTICIPANTS

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

## 1.2 SPEAKERS

Speakers are participants<sup>1</sup> 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 ENP and Enlargement countries projects. Speakers shall be selected in view of their particular function or expertise and regardless of their country of origin.

# 2. Costs related to the participation in events under ENP Projects

Participants in events organised under ENP projects are entitled to:

1. Per-diems (covering accommodation, meals and local transport);
2. Return flight tickets from the place of departure<sup>2</sup> to the place of the EMSA event (booked and paid directly by EMSA);
3. Reimbursement of the visa costs and related medical insurance;
4. Reimbursement of costs incurred in the process of obtaining entry and/or transit visa such as, travel and accommodation.

The above entitlements are applicable provided that the participants have 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 EVENTS HELD IN LISBON, PORTUGAL

### 2.1.1 PARTICIPANTS FROM ENP BENEFICIARY COUNTRIES

The reimbursement of eligible costs shall be made during the first days of the event following the submission of a duly completed and signed reimbursement form and if all supporting documents are in order. The reimbursement is made by means of a cheque, payable by a bank indicated by EMSA.

### 2.1.2 PARTICIPANTS OUTSIDE ENP BENEFICIARY COUNTRIES

The reimbursement of eligible costs shall be made following the submission of a duly completed and signed reimbursement form and if all supporting documents are in order. Reimbursement of expenses shall be

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<sup>1</sup> Unless specified otherwise all references to participants shall be applicable to speakers as well

<sup>2</sup> Place of departure is defined as the place of work or place of residence.

executed by bank transfer in Euro to the participant's designated bank account. Please refer to the header 4.2 below.

## **2.2 EVENTS HELD OUTSIDE LISBON, PORTUGAL**

The reimbursement of eligible costs shall be made following the submission of a duly completed and signed reimbursement form and if all supporting documents are in order. Reimbursement of expenses shall be executed by bank transfer in Euro to the participant's designated bank account. Please refer to the header 4.2 below.

## **2.3 PER-DIEMS**

Per-diems are provided to participants in order to cover the expenses related to their participation in the events organised in the framework of the ENP Projects. Per-diems are paid as flat-rate amounts for every overnight stay necessary for the purposes of the event and cover accommodation, meals and local transport (bus, tram, metro, taxi, parking, etc.).

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:

[https://ec.europa.eu/europeaid/diem-rates-applied-contracts\\_en](https://ec.europa.eu/europeaid/diem-rates-applied-contracts_en)

Cost of meals and accommodation provided by the Agency during the events, will be deducted from the per-diem amounts payable to the participants.

## **2.4 ACCOMMODATION**

The participants will be provided with booking confirmation when their accommodation is booked and paid directly by EMSA.

## **2.5 TRAVEL TO THE PLACE OF THE EMSA EVENT**

The flight ticket(s) for the participants are paid by EMSA either through a direct booking/payment or through reimbursement. When the tickets are booked and paid by the Agency, EMSA will provide the participants with return flight ticket for the journey between their place of departure and the place where the EMSA event is held.

When the flight tickets have been booked by the participants, they will be reimbursed for the expenses incurred, in accordance with the provisions of paragraph 2.6.2.b) below.

Regardless of the mode of payment, the flights shall not be changed by the participants without prior approval by EMSA. Any costs due to change of flight(s) without prior approval by EMSA shall be borne by the participant.

The flight ticket shall be economy class or, if that is not available, business class.

EMSA shall not cover travel costs to reach the airport(s) as such costs are covered by the per-diems.

## 2.6 VISA AND MEDICAL INSURANCE

### 2.6.1 COST OF THE VISA AND MEDICAL INSURANCE

Once their participation is confirmed the participants shall ensure that they are in possession of the necessary entry and/or transit visa to reach the place of the EMSA event. Upon participant's request EMSA will contact the relevant Embassy(ies) in order to facilitate the issuance of the visa. The cost of the visa and the related medical insurance shall be reimbursed only upon presentation of the original receipt or invoice related to the visa application and the medical insurance.

The visa and the related medical insurance shall cover the necessary travel days and the EMSA event days and shall in any case not exceed a period of six months. In case of coverage for a longer period, the reimbursement shall be calculated on pro-rata basis for a period of one month.

In order to allow sufficient time for EMSA to prepare the reimbursement, the participants are requested to submit in advance an electronic copy of the receipt or invoice related to the visa application and the medical insurance.

### 2.6.2 TRAVEL AND ACCOMMODATION COSTS TO OBTAIN VISA

Travel and accommodation costs related to obtaining of visas for the purpose of participation in EMSA events will be reimbursed only upon prior written approval by EMSA.

Travel costs related to the visa application and/or collecting the visa shall be reimbursed as follows:

- a) For journeys equal or less than 400 km (one way, according to official distance by rail) the travel shall be arranged by the participants themselves using public transport (first-class rail, where available, or bus). Subject to prior agreement by EMSA, the cost of travel by car shall be reimbursed at the rate of EUR 0.22 per km (e.g. when the route is not served by train or bus). No motorway toll charges will be reimbursed.
- b) Should air travel be involved, EMSA will provide the participants with a flight ticket for the journey between the place of departure and the place of the relevant Embassy. Should it not be possible for EMSA to pre-pay the flight ticket, the participants shall purchase the ticket themselves and they will be reimbursed by EMSA upon presentation of tickets, invoices (in case of online bookings, the printout of the electronic reservation) and boarding passes. Flight ticket shall be economy class or, if that is not available and following a prior agreement by EMSA, business class.

In order to allow sufficient time for EMSA to prepare the reimbursement, the participants are requested to submit in advance an electronic copy of the receipts or invoices related to the travel expenses.

When an overnight stay is necessary, the participants are entitled to per-diems applicable for the country in question. In those cases, the participants shall arrange their accommodation themselves. EMSA will not reimburse accommodation and travel costs to reach the airport(s) or local transport to reach the Embassy since those are covered by the per-diems which will be paid to the participants.

## 3. Costs related to events under the Enlargement countries Project

Participants in events under the Enlargement countries Project are entitled to:

1. Per-diems (covering accommodation, meals and local transport);

2. Return rail/bus/flight tickets from the place of departure to the place of the EMSA event;

The above entitlements are applicable provided that the participants have 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.

### **3.1 EVENTS HELD IN AND/OR OUTSIDE LISBON, PORTUGAL**

The reimbursement of eligible costs to participants from and outside the Enlargement countries shall be made following the submission of a duly completed and signed reimbursement form and if all supporting documents are in order. Reimbursement of expenses shall be executed by bank transfer in Euro to the participant's designated bank account in accordance with the provisions of paragraph 4.2 below.

### **3.2 PER-DIEMS**

Per-diems are provided to participants in order to cover the expenses related to their participation in the events organised in the framework of the Enlargement countries Project. Per-diems are paid as flat-rate amounts for every overnight stay necessary for the purposes of the event and cover accommodation, meals and local transport (bus, tram, metro, taxi, parking, etc.).

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:

[https://ec.europa.eu/europeaid/diem-rates-applied-contracts\\_en](https://ec.europa.eu/europeaid/diem-rates-applied-contracts_en)

Cost of meals and accommodation provided by the Agency during the events, will be deducted from the per-diem amounts payable to the participants.

### **3.3 ACCOMMODATION**

Hotel accommodation for participation in events held in and outside Lisbon, Portugal shall be arranged and paid directly by the participants.

### **3.4 TRAVEL TO THE PLACE OF THE EMSA EVENT**

- a) When the distance by rail between the place of departure specified in the invitation and the place where the meeting is held is equal or below 400 km (one way), travel expenses shall be reimbursed on the following basis:
  - the shortest and most economical normal route by rail (first class);
  - if the journey includes at least six hours of night travel between 22:00 and 7:00, the cost of accommodation in a double sleeper;
  - seat reservations and transport of necessary luggage, and supplements for high-speed trains;
  - Travel by car will be reimbursed only if it has been pre-authorized by an Authorising Officer (AO). In the latter case, travel expenses shall be reimbursed on the basis of the first class rail fare, excluding any supplements, or at the rate of EUR0.22 per km, whatever is the lower. No motorway toll charges will be reimbursed.

In any case, the expert is requested to provide supporting documents as to the actual price of the ticket for the journey in question at the event the expert is participating in.

- b) When the distance by rail between the place of departure as indicated in the registration form or specified in the invitation and the place where the meeting is held is above 400 km (one way) or where the route includes a sea crossing, travel expenses shall be reimbursed on the following basis:
- the cost of travel by air in economy class or, if that is not available and following a prior written agreement by EMSA, business class.

A prior agreement by EMSA shall always be obtained by the expert when the price of air travel may exceed EUR 1000. In the absence of such prior agreement by EMSA the reimbursement for the air travel shall be limited to the amount of EUR 1000 only.

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 fares are not reimbursed. Expenses arising from journeys by sea are reimbursed upon presentation of supporting documents. The cost of transporting a car by sea is not reimbursed. When a ticket is booked via a travel agency the handling fee will be reimbursed up to a maximum amount of EUR 30, 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 (electronic ticket, airline/train/bus receipts etc.) need to be provided together with the final invoice for the travel.

In cases where air travel is unavailable the AO may authorise in advance that a car is used as a mode of transport. In such cases the basis for the reimbursement will be EUR 0.22 per km. No motorway toll charges will be reimbursed.

## **4. Reimbursement procedure for participants in Events, organised by EMSA under ENP and Enlargement Projects Financed by the European Commission**

### **4.1 PROOF OF ATTENDANCE**

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

### **4.2 REIMBURSEMENT REQUESTS**

Participants requesting reimbursement of costs for the first time by way of bank transfer are requested to forward a duly completed legal entity form and bank identification form to EMSA. The forms shall be sent to the participants together with the Invitation Letter and are also available at the EMSA website.

Participants are obliged to submit reimbursement requests, duly completed and including all requested supporting documents, within 30 calendar days after the final day of the EMSA event. Requests for reimbursements or supporting documents received after this deadline may be rejected and EMSA may not reimburse the related expenditure.

EMSA may at any time request additional documents and/or evidence regarding the information provided by participants in relation to the payment of travel or other expenses. Data provided by participants in relation to the reimbursement may be transferred by EMSA to entities tasked to control the appropriateness and legality of the use of public European funds, including the Court of Auditors and the European Anti-Fraud Office.



### **4.3 INFORMATION**

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

## **5. Liability**

EMSA shall not be liable for any material, non-material or physical damage suffered by invited participants or those responsible for accompanying disabled participants in the course of their journey to or stay where the EMSA event is held, unless such harm is directly attributable to the 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.