

EMSA Rules on Reimbursement of Expenses to Experts

Version: 3.0
Date: 01/05/2016

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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 costs and a daily subsistence allowance, 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 experts need to spend the night at the place where the meeting is held.

1.2 Travel Reimbursement

a) When the distance by rail between the place of departure specified in the invitation and the place where the EMSA event 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-authorised by EMSA. 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 EUR 0.22 per km, whatever is the lower. No motorway toll charges will be reimbursed.

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.

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 EMSA event is held is above 400 km (one way), 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.
- Air travel may be booked in business-class or equivalent, at the lowest available rates, if the travel includes at least one segment involving at least four hours continuous flying time.
- A prior agreement by EMSA shall always be obtained by the expert when the price of air travel may exceed EUR 1,000.00. When no prior agreement has been obtained by the expert, EMSA shall limit the payment of air travel ticket (excluding any agency fees) to EUR 1,000.00.

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.

c) Expenses arising from journeys by sea are reimbursed upon presentation of supporting documents. The cost of transporting a car by sea is not reimbursed.

d) In cases where air travel is unavailable EMSA may, if requested by the expert 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.

For the purposes of travel expenses reimbursement, the actual cost of the ticket/s paid by the expert shall be taken into account. The calculation of reimbursable costs shall be based on the provisions of paragraphs a) to d) above, depending on the distance and 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 (electronic ticket, airline/train/bus receipts etc.) need to be provided together with the final invoice for the travel. Only one handling fee per traveller shall be reimbursed by EMSA.

1.2.1 Travel Reimbursement of Exceptional Routes

The maximum ceiling for the amounts to be reimbursed shall be limited to the costs for the route between the place of departure and place of EMSA event.

If an expert wishes to travel from and/or to a location different than the place of departure they should request a prior agreement by EMSA (by the deadline for registration) in order for the travel costs borne by the expert to be considered for reimbursement by the Agency. For more information and exceptional route simulation please refer to **Annex B** to these Rules.

1.3 Accommodation and Daily Subsistence Reimbursement

Experts shall receive reimbursement of their accommodation expenses actually incurred up to a maximum of EUR 120.00 per necessary overnight stay and receive a daily subsistence allowance up to a maximum of EUR 84.00 per day of EMSA event held in Lisbon, Portugal.

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

In cases when different reimbursement ceilings have been established, this shall be communicated to the expert in the invitation letter.

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

The amounts of the established ceilings shall cover all expenses at the place where the EMSA event takes place, including the cost of accommodation, meals and local transport (incl. taxi, airport/hotel shuttle). 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 participants 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 ceilings 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 under <https://extranet.emsa.europa.eu/e-register/events>.

2. REIMBURSEMENT DECISION

When the distance between the place of departure of the expert and the place of EMSA event does not exceed 50 km (calculated on the basis of a map tool on Internet), the expert 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 and daily subsistence expenses.

Outside of the above case, the experts shall receive reimbursement of travel expenses for their participation in and contribution to EMSA's work. 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 Reimbursement form 'EXPERTS', **Annex C** to these Rules.

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

1. Document/s providing the price* of the travel for the flight (e.g. e-ticket, copy of the travel agency invoice);
2. Document/s providing the price* of any other mode of public transport such as train or bus (e.g. copy of the ticket);
3. Document/s providing the price* of the accommodation used (e.g. copy of invoice or receipt).

*The amount of the travel agency fee shall be shown separately.

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

4. Legal entity form (LEF) and
5. Bank identification form (BAF).

Both LEF and BAF forms are available on EMSA website. 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 and when considered necessary also the originals of all documents necessary 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/work/procurement/calls.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

Experts shall repay any sums paid in error.

3.4 Checks and Audits

EMSA may at any time request additional documents and evidence or effectuate controls as to the correctness of the information provided by experts in relation to the reimbursement. Data provided by experts 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. 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 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 of experts will be those in force at the date of the invitation letter.

List of Annexes

Annex A - Allowances
Annex B - Travel Reimbursement of exceptional routes
Annex C - Reimbursement form 'EXPERTS'

European Maritime Safety Agency

Praça Europa 4
1249-206 Lisbon, Portugal
Tel +351 21 1209 200
Fax +351 21 1209 210
emsa.europa.eu



Annex A – Allowances

Countries	Allowance per day of meeting (€)	Accommodation allowance (€)
Austria	95	130
Belgium	92	140
Bulgaria	58	169
Croatia	60	120
Cyprus	93	145
Czech Republic	75	155
Denmark	120	150
Estonia	71	110
Finland	104	140
France	95	150
Germany	93	115
Greece	82	140
Hungary	72	150
Iceland	85	160
Ireland	104	150
Italy	95	135
Latvia	66	145
Lithuania	68	115
Luxemburg	92	145
Malta	90	115
Netherlands	93	170
Norway	80	140
Poland	72	145
Portugal	84	120
Romania	52	170
Slovakia	80	125
Slovenia	70	110
Spain	87	125
Sweden	97	160
Turkey	55	165
United Kingdom	101	175

Annex B - Travel Reimbursement of exceptional routes 'EXPERTS'

Regular route:

A regular route to EMSA event is defined as A-B-A route, where:

- A is the place of departure as defined under Article 1.1 (e.g. Helsinki)
- B is Place of EMSA event (e.g. Lisbon)
- A is the place of departure as defined under Article 1.1 (e.g. Helsinki)

Exceptional route:

Exceptional routes are those that differ from regular A-B-A route:

Example 1: Helsinki (A) – Lisbon (B) – London (C) – Helsinki (A) when place of departure is Helsinki

Example 2: Helsinki (A) – London (C) – Lisbon (B) – Helsinki (A) when place of departure is Helsinki

Prior agreement and required supporting documents:

A prior agreement by EMSA shall always be obtained by the expert when exceptional routes will be used. For that purpose the expert shall provide EMSA with 1) the price of the exceptional route, and 2) price comparison for the regular route by the deadline for registration.

In all cases of exceptional routes the travel reimbursement will be limited to the price of the regular route.

Example price 1: Helsinki (A) – Lisbon (B) – London (C) – Helsinki (A) when place of departure is Helsinki

Price for normal route Helsinki (A) – Lisbon (B) – Helsinki (A) is EUR 450

Price for Helsinki (A) – Lisbon (B) – London (C) – Helsinki (A) is EUR 650

In this example EMSA will reimburse EUR 450 i.e. the price of the 'normal route'.

Example price 2: Helsinki (A) – Lisbon (B) – London (C) – Helsinki (A) when place of departure is Helsinki

Price for normal route Helsinki (A) – Lisbon (B) – Helsinki (A) is EUR 450

Price for Helsinki (A) – Lisbon (B) – London (C) – Helsinki (A) is EUR 350

In this example EMSA will reimburse EUR 350 i.e. the price of the exceptional route since it is lower than the price of the 'normal route'.

Annex C

Expenses Reimbursement Form – Experts

Surname «**lastname**» Forename «**FirstName**»

Address of residence

Street No

Postcode Town Country «**Country**»

Tel. Mobile E-mail «**Email**»

Bank Identification Form	Legal Entity Form
Provided: <input type="checkbox"/> no, completed form attached ¹ <input type="checkbox"/> yes, already provided previously Please re-confirm: Account holder <input style="width: 100%;" type="text" value="«accountholder»"/> Bank account No. <input style="width: 100%;" type="text" value="«bankaccount»"/>	Provided: <input type="checkbox"/> no, completed form attached ¹ <input type="checkbox"/> yes, already provided previously « Valid_in_ABAC » « LEF » « LEF_ABAC »

Reason for the travel

Date(s) Number of days Number of nights

Time: from to Place

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

Place	Date	Time	Class	Fare (+currency)	Supplement	
					Type	Price (+ curr)
Dep. ³
Arr.
Dep.
Arr.
TOTAL COST² : (+ currency)						

Accommodation: hotel: **TOTAL COST²** (+ 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 the Agency 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 Please complete and sign the enclosed financial information forms.

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

³ 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.