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**GUIDE FOR THE REIMBURSEMENT OF  
TRAVEL AND ACCOMMODATION EXPENSES AND PAYMENT OF  
SUBSISTENCE ALLOWANCES**

**to Management Board members, Committee and Forum members and other  
participants invited to attend meetings of the European Chemicals Agency (ECHA)**

(Document adopted by the Management Board)  
(amended by decision of the Management Board of 26 June 2009 MB/46/2009)

## 1. INTRODUCTION

The reimbursement of travel and accommodation expenses and the payment of a daily allowance are to cover the cost of extraordinary expenditure arising from the fact that the participants must travel from their usual place of employment (place of origin<sup>1</sup>) to the venue of the ECHA meeting.

This document sets out the rules applicable to the reimbursement of travel and accommodation expenses and the payment of subsistence allowances to individuals attending meetings on the specific invitation of the European Chemicals Agency, Helsinki. The following individuals may be entitled to reimbursement:

- Management Board Members (or persons attending on their behalf)
- Committee and Forum Members
- Invited experts
- Those invited observers that fulfil the conditions laid down in this Guide;
- Other participants invited to a meeting, workshop or a training session.

The individuals entitled to reimbursement should arrange their travel in a way that is compliant with sound financial management. The following rules, applicable on a case-by-case basis, have been established in order to give some general guidelines.

## 2. GENERAL RULES

In order to ensure a timely and swift reimbursement of the incurred costs, attention is drawn to the fact that each individual who is entitled to reimbursements under this Guide shall comply with the formalities described below.

Any derogation from these administrative rules must be duly justified by the individual concerned and authorised by the Agency.

### 2.1. Application form for reimbursement

For each meeting, an application for reimbursement shall be filled in and signed by the person requesting the reimbursement (see Annex A). The **original return ticket** or, in the case of an e-ticket, the print-out of the e-ticket together with an original boarding pass for the travel to the meeting must be produced during the meeting to enable the meeting secretary or staff to take copies of the document for checking and reimbursing the price effectively paid. For this purpose, the ticket must show the applicable fare, or the individual has to provide the **original of the relevant invoice**.

If the individual has received a pre-paid ticket from the Agency or its agent, the fare of the ticket does not need to be proved.

### 2.2. Applicable time delay for claiming reimbursements

The individual concerned shall provide the meeting secretary staff with all the necessary documents for reimbursement before leaving the meeting, whenever possible.

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<sup>1</sup> Where the person concerned is not affiliated, their usual place of residence may be taken as their place of origin.

If for some reason this is not possible, the individual shall send the duly signed reimbursement form and the required supporting documents at the latest **within 30 calendar days** of the meeting to the responsible meeting secretary indicated in the invitation.

### **2.3. Legal Entity File**

All individuals who are eligible for reimbursement under this Guide must **submit prior to the first reimbursement** a duly completed and signed identification form. If reimbursement has to be made directly to the organisation which the individual is representing, the legal entity form has to be filled in for the organisation. The form has to be filled in the respective language of the individual or organisation. The forms to be used can be found in all EU languages on the following web-site:

[http://ec.europa.eu/budget/execution/legal\\_entities\\_en.htm](http://ec.europa.eu/budget/execution/legal_entities_en.htm)

The completed and duly signed document together with the required supporting document(s) (depending on which case applies: copy of the identity card or passport for a private person, extract from the VAT/trade register if representative of a private company) shall be submitted to the meeting secretary indicated in the invitation.

### **2.4. Bank identification**

In order to register a new bank account (in the case of a first reimbursement), to which all reimbursements of the individual or organisation concerned will be made, or to amend bank data, a bank identification form must be submitted, fully completed and duly signed. The respective forms to be used can be found in all EU languages on the following web-site:

[http://ec.europa.eu/budget/execution/ftiers\\_en.htm](http://ec.europa.eu/budget/execution/ftiers_en.htm)

The completed and duly signed original document shall be submitted to the meeting secretary indicated in the invitation.

### **2.5. Mode of reimbursement**

Reimbursement of expenses will be done via bank accounts only, no cash reimbursements will be made. When the payment is made, the Agency shall indicate the invited person's name, place and meeting date in the reference field and the details of the calculation.

### **2.6. Data verification by the Agency**

The authorising officer for payments of the Agency may at any time cross-check the statements made in an application for reimbursement to verify the information submitted and to avoid double reimbursements. He/she may furthermore scrutinise particularly closely any request for reimbursement involving abnormally expensive flights. He/she shall have the right to carry out any checks that might be needed and to request any proof from the expert required for this purpose. He/she shall also have the right, where it appears to be justified, to restrict reimbursement to the rates normally applied to the usual journey from the expert's point of departure to the meeting place.

In the case of an expert combining this travel with other travel arrangements, the maximum expenses paid shall be the standard economy return fare between the point of departure and the place of the meeting, as confirmed by the travel agency contracted by ECHA.

## **2.7. Events outside the influence of the individual**

In the case of flight, train or ferry cancellations that are outside the influence of the individual, the Agency may compensate additional costs incurred (i.e. additional overnight stays and/or additional daily allowances, where applicable) subject to justification and where not covered by the carrier and/or travel insurance.

## **2.8. Refund of unduly paid sums**

The recipient will be required to refund any sums paid in error.

## **2.9. Liability of the Agency**

No moral, material or bodily harm incurred by the person attending a meeting in the course of the journey or stay in the place where the meeting is held may be the subject of a claim against the Agency unless it can be imputed on it.

Persons using their own vehicle will remain fully liable for any accidents in which they may be involved during the trip.

# **3. REIMBURSEMENT RULES**

## **3.1. Travel Expenses**

Travel expenses are reimbursed between the departure point as defined below and the meeting place. Travel arrangements should be made in the most economic way possible; **the individual is therefore requested to make travel arrangements within 5 working days of the date on which the invitation was sent by the Agency.**

Where necessary, a combination of different means of transport is permitted.

When the Agency offers the individual a pre-paid flight or other ticket, the deadlines indicated in the electronic booking system shall be respected.

### *3.1.1. Point of departure*

The point of departure shall be defined as the official address of the individual concerned as provided to the meeting secretary. This can either be a private address in case of a non-affiliation of the individual or the address of his or her employment.

### *3.1.2. Travel by air*

Air travel is only authorised if the distance is more than 400 km or if the journey involves a sea crossing.

The flight shall be booked in economy class, on the basis of the most economical rate available within 5 working days of the date on which the invitation was sent by the Agency and allowing participation to the meeting and travel during the working week, as follows:

- The flight ticket ordered shall be non-flexible unless the individual reasonably requires flexibility. Such flexibility requirement shall be substantiated by the individual concerned in writing and annexed to the reimbursement form. In case a supplement has to be paid or a new ticket has to be bought because of a prolongation of the meeting, ECHA will reimburse the supplement or the new ticket.
- If, exceptionally, for reasons beyond the control of the individual, seats have to be booked in business class or at a higher rate, the individual must produce supporting evidence from his travel agency. Late booking by the individual or

his/her organisation falls under his/her responsibility unless the Agency requests the presence of the individual at very short notice (within a week before the meeting).

#### *3.1.3. Travel by sea*

If transport by ferry is more economical than transport by air, a 1<sup>st</sup> class return ticket for a ferry will be reimbursed.

#### *3.1.4. Travel by rail or car*

The cost of a 1<sup>st</sup> class rail ticket will be reimbursed. Where the individual chooses to use his/her own vehicle, the reimbursement will be limited to the equivalent of the cost of a 1<sup>st</sup> class rail-ticket which the individual could have used instead. If the route is not served by a train the cost of travel shall be reimbursed at the rate of EUR 0.22 per km.

### **3.2. Accommodation expenses**

#### *3.2.1. Entitlement to an overnight stay*

Overnight stays shall only be reimbursed if the meeting lasts more than one day, e.g. 3 day meetings give rise to an entitlement of 2 overnight stays.

In addition, reimbursement of accommodation costs for one night prior to the meeting is allowed when the departure time from the airport, train station or ferry terminal closest to the address of the invitee as indicated in the invitation would have to be before 8h00.

Reimbursement of accommodation costs for one night after the meeting is allowed when the arrival time at the airport, train station or ferry terminal closest to the address of the invitee as indicated in the invitation would have to be after 23h00.

#### *3.2.2. Entitlement to an overnight stay*

If an overnight stay is required and no pre-paid hotel vouchers are offered by the Agency or its agent, accommodation expenses will be reimbursed up to a maximum of EUR 160 per night, on presentation of an original hotel invoice (single room).

### **3.3. Daily Subsistence Allowance**

#### *3.3.1. General rules*

The individual invited **may** receive an allowance for subsistence expenses **provided that this is stated in the invitation and that the individual declares that he/she has not received an allowance or is not entitled to a similar allowance from another organisation or person for the same trip**. Daily allowances are paid to cover the following expenses:

- Meals (breakfast and two main meals);
- Local transport including taxi fares;
- Telephone and other telecommunications costs;
- Costs incurred for using private car to drive to and from station/airport, including parking fees;
- Other small out of pocket expenses incurred during the trip.

The time of arrival at the meeting place and the time of departure from the meeting place should coincide as closely as possible with the respective starting and finishing times of the meeting. Any prolonged stay must be justified and the authorising officer for payments shall have the right to restrict the payment of the allowance to the time considered necessary for the participation in the meeting.

Where meals are offered by the Agency or other organisations for the meeting concerned, an automatic deduction of EUR 10 will be made for each lunch offered. Similarly, a deduction of EUR 40 will be made if the individual attends a dinner offered.

**Where the point of departure is 100 km or less from the place of the meeting, no allowance will be paid unless a sea crossing is required.**

*3.3.2. Applicable reimbursement rates*

The current rate of a daily allowance in Helsinki is EUR 104.

*3.3.3. Computation of total daily allowances per trip*

- If the trip lasts six hours or less, no daily allowance will be paid.
- For a trip which lasts more than 6 and up to 12 hours half a daily allowance shall be paid.
- For a trip which lasts between more than 12 hours and up to 24 hours a full daily allowance shall be paid.
- Half a daily allowance will be added for any additional 12 hours started or multiples thereof.

**For the purpose of ensuring meeting attendance, the meeting secretary shall keep attendance lists which must be signed by the participant. In case an individual does not attend the meeting at all or does not attend parts of the meeting, no reimbursements shall be made for the non-attended parts.**

*3.3.4. Definition of starting and end dates of the trip*

To determine the daily allowances, the starting and end time of the trip shall be determined as follows:

- For an individual **travelling by air**, the official starting time of the trip shall be two hours prior to departure of the flight and the official end time shall be two hours after its arrival.
- For an individual **travelling by rail or ferry**, the official starting time shall be one hour prior to departure of the train or ferry and the official end time shall be one hour after arrival of the train or ferry.
- If an individual uses his own private **car**, the start and end date shall be determined based on the train connection that could have been used instead.

## **4. SPECIFIC RULES CONCERNING OBSERVERS FROM STAKEHOLDER ORGANISATIONS**

### **4.1. Observers entitled to reimbursement**

A contribution to the travel and subsistence expenses for representatives of non governmental public interest and workers organisations or organisations representing the interests of smaller and medium sized companies invited by the Agency to take part as stakeholder observers in the meetings of an Agency Committee, the Forum or of a network of the Agency can be granted on the terms set out below and on submission of an application.

In addition, reimbursement is only possible for an invited observer representing a stakeholder organisation that fulfils the eligibility criteria approved by the Management Board (Annex to MB/05/2008 final). The reimbursement shall cover

the travel expenses and a subsistence allowance paid in form of a lump sum of EUR 100 per meeting day. It shall only be possible when this is explicitly provided for in the invitation to the meeting concerned.

Where to point of departure is 100km or less from the place of the meeting, no subsistence allowance will be paid unless a sea crossing is required.

Once the Agency has concluded the appropriate contractual agreements, the reimbursement of such stakeholder organisations shall be replaced by a system of providing pre-paid travel tickets and vouchers for hotel and travel costs by the Agency or its agent.

#### **4.2. Applicability of the reimbursement rules**

With the exception of points 3.2 (Accommodation Expenses) and 3.3 (Daily Subsistence Allowance), sections 2 and 3 shall apply to the observers covered by the present section.

**APPLICATION FORM FOR REIMBURSEMENT BY EUROPEAN CHEMICALS AGENCY (ECHA)**  
(to be filled in by the individual concerned)

**I. Details of the individual concerned**

Mr. \_\_\_ Ms. \_\_\_ Name: \_\_\_\_\_  
Surname: \_\_\_\_\_

**II. Type of the meeting:**

\_\_\_ Management Board Meeting

\_\_\_ Committee/Forum Meeting; Name of the Committee/Forum:  
\_\_\_\_\_

\_\_\_ Other Meeting; meeting title: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. Meeting details**

Date of the meeting: \_\_\_\_\_ Length of meeting: \_\_\_\_\_ days

Number of days participated (rounded to half days): \_\_\_\_\_

Any form of reimbursement received for this meeting from other sources:

No: \_\_\_\_\_

Yes : \_\_\_\_\_ (please indicate type of reimbursement and attach explanatory documents if available in case of reimbursement to your personal bank account):  
\_\_\_\_\_  
\_\_\_\_\_

**IV. Administrative details**

Legal Entity File: Have you already submitted to the Agency a duly completed legal entity file: YES : \_\_\_\_\_ NO: \_\_\_\_\_

*(If no legal entity file has been submitted please submit the required information together with this reimbursement form to the meeting secretary indicated in the invitation)*

Bank account File: Have you already submitted to the Agency a duly completed bank account file and if yes, do you want the same bank account to be used for this reimbursement: YES: \_\_\_\_\_ NO: \_\_\_\_\_

*(If no bank account file has been submitted or you wish to change the bank data already submitted please submit the required information together with this reimbursement form to the meeting secretary indicated in the invitation)*



**Page 2 of application form for reimbursement by European Chemicals Agency (ECHA)**

**V. Reimbursement of travel costs**

Modes of transport used: Plane: \_\_\_\_ ;Train : \_\_\_\_ ;Car :\_\_\_\_ ;Ferry: \_\_\_\_ ;Others: \_\_\_\_\_

*(Please ensure that the meeting secretary or staff has a copy of the original ticket before leaving the Agency/the meeting; if the supporting document is sent at a later date, the original ticket **must** be presented as evidence. A combination of different modes of transport if required is permitted)*

**VI. Reimbursement of daily allowances**

The reimbursement of daily allowances will be done according to the rules set out in the Guide for the reimbursement of travel and accommodation expenses and the payment of subsistence allowances to Management Board Members, Committee and Forum Members and other participants invited to attend meetings of the European Chemicals Agency (ECHA). For each lunch offered by ECHA or other organisations during meetings, EUR 10 will automatically be deducted from the daily allowance according to point 3.3.1 of the Guide.

If the applicant attends a dinner offered by ECHA or another organisation, EUR 40 will also be deducted.

**VII. Reimbursement of hotel expenses**

Did you stay in a hotel for the purpose of this meeting: NO \_\_\_\_ YES \_\_\_\_

If YES, how many nights did you stay: \_\_\_\_\_ night(s)

**VIII. Justification for any derogation from the Rules**


**IX. Declaration of the individual concerned**

*I herewith certify that the information provided above and the supporting documents submitted are correct and that I have not and shall not receive similar reimbursement from any other organisation or individual with respect to the same meeting*

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
*(Signature of the individual)*