

## Technical amendment to the Guide for Reimbursement

50<sup>th</sup> Meeting of the Management Board 20-21 June 2018

### Proposal

The Management Board is invited to adopt a technical amendment to ECHA's 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 ECHA ('the Guide').

The amendment proposed to the Guide relates to the following provision:

- For travel by car, the reimbursement rate per kilometre shall increase from EUR 0.22 to EUR 0.28 per kilometre.

### Background

The reimbursement of travel and accommodation expenses and the payment of a daily allowance are intended to cover the cost of extraordinary expenditure arising from the fact that invited external meeting participants must travel from their usual place of employment to the venue of the ECHA meeting. The Guide sets out the rules applicable to the reimbursement of expenses and allowances to individuals attending meetings at the specific invitation of ECHA. The technical amendment originates from the Commission's revised Guide to missions and authorised travel. The application of the revised Commission guide for ECHA staff has already been endorsed by the Management Board meeting in its meeting of March 2018<sup>1</sup>, and the following text is proposed to be included into the Guide for Management Board members, Committee and Forum members and other participants invited to attend meetings of ECHA:

#### 4.1.2 Travel arrangements

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 rail, the cost of travel shall be reimbursed at the rate of EUR ~~0.22~~ **0.28** per km.

After the adoption by the Management Board ECHA will publish the revised Guide and apply it from 1 July 2018.

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<sup>1</sup> Agenda item A.1 "Implementing Rules to the Staff Regulations"