

**ANNEX III-A**  
**PROVISIONS FOR PAYMENT/REIMBURSEMENT OF EXPENSES**

*III.1 GENERAL CONDITIONS*

1. These rules shall apply to anyone from outside the IMI JU who is invited to give a specific professional opinion by personal invitation, wherever the location of the meeting/work.

These rules shall apply to anyone responsible for accompanying a disabled person who has been invited by the IMI JU to attend a meeting/work in an expert capacity.

2. The authorising officers for commitments shall specifically try to ensure that meetings/work are organised in such a way as to enable experts to benefit from the most economical travel rates.

The authorising officers for payments shall scrutinise particularly closely any requests for reimbursement involving abnormally expensive flights. They 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. They 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 origin to the meeting/work place.

3. 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 origin and the place of meeting/work above mentioned, as confirmed by the IMI JU's travel agency.
4. Where, taking into account any expenses incurred by disabled experts as a result of their disability or any person accompanying them, the allowances provided for in Article III.3 appear to be clearly inadequate, the expenses shall be reimbursed at the request of the responsible authorising officer on presentation of supporting documents.
5. The IMI JU shall not be liable for any material, non-material or physical damage suffered by invited experts or those responsible for accompanying a disabled expert in the course of their journey to or stay in the place where the meeting held, unless such harm is directly attributable to the IMI JU

In particular, invited experts who use their own means of transport for travelling to such meetings shall be entirely liable for any accidents that they might cause.

### III. 2. TRAVEL EXPENSES

1. All experts shall be entitled to the reimbursement of their travel expenses from the point of origin specified in their appointment letter to the place of the meeting/work, by the most appropriate means of transport given the distance involved. In general, for journeys of less than 400 km (one way, according to official distance by rail) this shall be first-class rail travel, and for distances of more than 400 km economy class air travel.

If the journey by air involves a flight of 4 hours or more without stopovers the cost of a business class ticket shall be reimbursed.

2. The cost of travel by private car shall be reimbursed at the same rate as the first-class rail ticket.
3. If the route is not served by a train the cost of travel by private car shall be reimbursed at the rate of EUR 0.22 per km.
4. Taxi fares shall not be reimbursed.

### III.3. SUBSISTENCE EXPENSES

1. In any assignment involving travel, the daily allowance paid for each day of the meeting/work is a flat rate to cover all expenditure at the place where the meeting/work is held, including for example meals and local transport (bus, tram, metro, taxi, parking, motorway tolls, etc.), as well as travel and accident insurance.
2. The daily allowance shall be EUR 92.00.
3. If the point of origin cited in the appointment letter is 100 km or less from the place where the meeting/work is held, the daily allowance shall be reduced by 50%.
4. Experts who have to spend one or more nights at the place where the meeting/work is held because the times of meetings/work are incompatible with the times of flights or trains<sup>1</sup> shall also be entitled to an accommodation allowance. This allowance shall be EUR 100.00 per night. The number of nights may not exceed the number of meeting/work days + 1.
5. An additional accommodation allowance and/or daily allowance may, exceptionally, be paid if prolonging the stay would enable the expert to obtain a reduction in the cost of transport worth more than the amount of these allowances.

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<sup>1</sup> As a general rule, experts cannot be required:  
- to leave their point of origin or the place where the meeting/work is held before 07.00 (station or other means of transport) or 08.00 (airport);  
- to arrive at the place where the meeting/work is held after 21.00 (airport) or 22.00 (station or other means of transport);  
- to arrive at their point of origin after 23.00 (airport, station or other means of transport).

#### III.4. PROCEDURE FOR PAYMENT/REIMBURSEMENT

1. Payment shall be made by the IMI JU upon submission of the payment/reimbursement form (ANNEX V).
2. The payment/reimbursement form must be signed and dated by the experts, who by signing this form declare on their honour that the travel expenses and/or allowances claimed will not be met by the same institution or another European Union institution or another organisation or person for the same journey or the same period.
3. The payment order shall be drawn up on the basis of the request for payment/reimbursement, duly completed and signed by the expert and by the operational initiating agent responsible for certifying the expert's presence.
4. Travel expenses shall be reimbursed on presentation of original supporting documents: tickets and invoices or, in the case of online bookings, the printout of the electronic reservation and boarding cards for the outward journey.

The documents supplied must show the class of travel used, the time of travel and the amount paid.

5. Travel expenses shall be reimbursed in euros, where appropriate at the rate of exchange applying on the day of the meeting/work.
6. The daily allowance and, where appropriate, the accommodation allowance, shall be reimbursed in euros at the flat rate applicable on the day of the meeting/work. The daily allowance and accommodation allowance shall be adjusted every two years in line with changes in the cost of living in Brussels, with effect from 1<sup>st</sup> January.
7. All reimbursements of travel expenses, daily allowances and/or accommodation allowances shall be made to one and the same bank account.
8. The authorising officer by delegation may, by reasoned decision and on presentation of supporting documents authorise the reimbursement of expenses which invited experts have had to incur as a result of special instructions they have received in writing.

The expenses of experts which appointment letters have been signed before the entry into force of these rules shall be reimbursed under the rules provided for in Annex III of these appointment letters.

**DAILY ALLOWANCE - ACCOMMODATION ALLOWANCE**

When the distance between the point of origin for travel stated in the appointment letter and the place where the meeting (or work) is held is >100 Km: daily allowance of €92 per meeting/working day + an accommodation allowance of €100 per night with the following exceptions according to arrival date and departure date, but with a maximum of one additional daily and accommodation allowances.

**DA : Daily allowance**

**AA : Accommodation allowance**

		Meeting/working				
		1 DAY	2 DAYS	3 DAYS	4 DAYS	5 DAYS
1	Arrival meeting /working day Departure meeting/ working day	1 DA €92	2 DA +1 AA = €284	3 DA + 2 AA = €476	4 DAA + 3 AA = €668	5 DAA + 4 AA = €860
2	Arrival meeting /working day Departure day(s) after meeting/ working day(s)	1 DA +1 AA = €192	2 DA +2 AA = €384	3 DA +3 AA = €576	4 DA +4 AA = €768	5 DA +5 AA = €960
3	Arrival day(s) before meeting /working day(s) Departure meeting/ working day	1 DA +1 AA = €192	2 DA +2 AA = €384	3 DA +3 AA = €576	4 DA +1 AA = €768	5 DA +5 AA = €960
4	Arrival day(s) before meeting /working day(s) Departure day(s) after meeting/ working day	1 DA +2 AA = €292	2 DA +3 AA = €484	3 DA +4 AA = €676	4 DA +5 AA = €868	5 DA +6 AA =€1060
5	Arrival Saturday before meeting /working day Departure meeting/ working day	1 DA + 2 AA = €292	2 DA +3 AA = €484	3 DA + 4 AA = €676	4 DAA + 5 AA = €868	5 DAA + 6 AA =€1060
6	Arrival Saturday before meeting /working day(s) Departure day(s) after meeting/ working day(s)	1 DA AA see remark	2 DA AA see remark	3 DA AA see remark	4 DA AA see remark	5 DA AA see remark
7	Arrival meeting /working day(s) Departure Sunday after meeting/ working day(s)	1 DA +2 AA = €292	2 DA +3 AA = €484	3 DA +4 AA = €676	4 DA +5 AA = €868	5 DA +6 AA =€1060
8	Arrival day(s) before meeting /working day(s) Departure Sunday after meeting/ working day	1 DA AA see remark	2 DA AA see remark	3 DA AA see remark	4 DA AA see remark	5 DA AA see remark

**Remark: cases 5-6-7-8** are applicable whenever the air fare is APEX, PEX or EXCURSION which requires a stay over Saturday night. It is only valid for meeting/working day starting on Monday or finishing on Friday and if the total price of the air fare and additional AA does not exceed the price of the normal air fare.

**Cases 6-8:** As mentioned in section III. 3. 4, the number of night will not exceed the meeting (or work) days + 1