

## **ANNEX V to DRAFT FRAMEWORK SERVICE CONTRACT**

### **EXPENSES REIMBURSEMENT FOR CONTRACTOR**

**Enclosed to Procurement Procedure No EMSA/CPNEG/4/2021 - Service Contract for Equipment Assistance Service (EAS) – Northern Baltic Sea**

**Competitive procedure with negotiation**

#### **Phase II – Invitation to Tender**

##### **I.A DAILY ALLOWANCES AND ACCOMMODATION CEILINGS**

##### **FOR COUNTRIES IN THE EUROPEAN UNION**

<b>Destination</b>	<b>Hotel ceiling</b>	<b>Daily allowance</b>
Belgium	148	102
Bulgaria	135	57
Czech Republic	124	70
Denmark	173	124
Germany	128	97
Estonia	105	80
Ireland	159	108
Greece	112	82
Spain	128	88
France	180	102
Croatia	110	75
Italy	148	98
Cyprus	140	88
Latvia	116	73
Lithuania	117	69
Luxembourg	148	98
Hungary	120	64
Malta	138	88

Netherlands	166	103
Austria	132	102
Poland	116	67
Portugal	101	83
Romania	136	62
Slovenia	117	84
Slovak Republic	100	74
Finland	142	113
Sweden	187	117
United Kingdom	209	125

**I.B. DAILY ALLOWANCES AND ACCOMMODATION CEILINGS**  
**FOR COUNTRIES OUTSIDE THE EUROPEAN UNION**

DESTINATIONS	DAILY ALLOWANCE IN €	MAXIMUM HOTEL PRICE IN €
Afghanistan	50	75
Albania	50	160
Algeria	85	85
American Samoa	70	135
Andorra*	68,89	126,57
Angola	105	175
Anguilla	75	140
Antigua and Barbuda	85	140
Argentina	75	210
Armenia	70	210
Aruba	80	185
Australia	75	135
Azerbaijan	70	200
Bahamas, The	75	115
Bahrain	80	195
Bangladesh	50	140
Barbados	75	140
Belarus	90	135

Belize	50	135
Benin	50	100
Bermuda	70	140
Bhutan	50	130
Bolivia	50	100
Bonaire	90	185
Bosnia and Herzegovina	65	135
Botswana	50	135
Brazil	65	180
Brunei	60	165
Burkina Faso	55	90
Burundi	50	115
Cambodia	50	115
Cameroon	55	105
Canada	65	165
Cape Verde	50	75
Cayman Islands	60	135
Central African Republic	60	80
Chad	65	145
Chile	70	175
China	55	155

Colombia	50	120
Comoros	50	85
Cook, islands	50	135
Costa Rica	50	140
Côte d'Ivoire	60	130
Croatia	60	120
Cuba	75	150
Djibouti	65	170
Dominica	75	140
Dominican Republic	60	170
East Timor	50	110
Ecuador	50	140
Egypt	65	140
El Salvador	55	125
Equatorial Guinea	60	85
Eritrea	50	80
Ethiopia	50	145
Fiji	50	120
French Guyana	55	140
French Polynesia	60	135
Gabon	75	115

Gambia, The	50	120
Georgia	80	215
Ghana	70	140
Grenada	75	140
Guadeloupe	65	115
Guam	60	135
Guatemala	50	125
Guinea	50	135
Guinea-Bissau	50	90
Guyana	50	160
Haiti	65	125
Honduras	50	125
Hong Kong	60	205
Iceland	85	160
India	50	195
Indonesia	50	145
Indonesia – East Timor	50	110
Iran, Islamic Republic of	55	145
Iraq	60	85
Israel	105	210
Jamaica	60	170

Japan	130	275
Jordan	60	135
Kazakhstan	70	175
Kenya	60	165
Kiribati	60	145
Korea (North)	50	180
Korea (South), Rep. of	100	200
Kuwait	85	195
Kyrgyzstan	75	180
Laos	50	145
Lebanon	70	190
Lesotho	50	100
Liberia	85	150
Libya, Jamahiriya ar.	50	175
Liechtenstein	80	95
Macao	55	95
Macedonia (Fyrom)	50	160
Madagascar	50	105
Malawi	50	165
Malaysia	50	160
Maldives, The	50	135

Mali	60	95
Marshall Islands	50	135
Martinique	70	110
Mauritania	50	75
Mauritius	60	140
Mayotte	50	110
Mexico	70	185
Micronesia	55	135
Moldova	80	170
Monaco*	72,58	97,27
Mongolia	70	90
Montenegro	80	140
Montserrat	55	140
Morocco	75	130
Mozambique	60	140
Myanmar	50	75
Namibia	50	85
Nauru	50	135
Nepal	50	135
Netherlands Antilles, The	90	185
New Caledonia	55	135



New Zealand	60	125
Nicaragua	50	135
Niger	50	75
Niger	50	185
Niue	50	135
Northern Mariana Islands,	70	135
Norway	80	140
Oman	70	135
Pakistan	50	130
Palau	50	135
Panama	50	160
Papua New Guinea	55	135
Paraguay	50	140
Peru	75	135
Philippines, The	60	150
Puerto Rico	65	140
Qatar	65	135
Reunion	60	90
Russia	90	275
Rwanda	65	160
Saint Kitts and Nevis	85	185

Saint Lucia	75	140
Saint Vincent and the	75	190
Samoa	50	135
San Marino*	60,34	114,33
São Tome and Principe	60	95
Saudi Arabia	85	195
Senegal	65	135
Serbia	80	140
Seychelles	85	140
Sierra Leone	55	135
Singapore	75	150
Solomon Islands	50	120
Somalia	50	125
South Africa	50	145
Sri Lanka	50	105
St Martin	90	185
Sudan	55	215
Suriname	55	125
Swaziland	50	90
Switzerland	80	140
Syria	80	145

Taiwan	55	200
Tajikistan	75	110
Tanzania	50	200
Thailand	60	145
The Congo (Democratic	105	140
The Congo (Republic of the	70	115
The West Bank and the	60	110
Togo	60	95
Tokelau	50	135
Tonga	50	105
Trinidad and Tobago	60	115
Tunisia	60	85
Turkey	55	165
Turkmenistan	80	150
Turks and Caicos Islands	55	135
Tuvalu	50	135
Uganda	55	180
Ukraine	80	190
United Arab Emirates	70	195
United States of America,	100	275
United States of America,	80	200

Uruguay	55	160
Uzbekistan	75	155
Vanuatu	60	110
Vatican City*	60,34	114,33
Venezuela	85	125
Vietnam	50	205
Virgin Islands (British)	75	140
Virgin Islands (United States)	55	140
Wallis & Futuna	50	135
Yemen	60	165
Zambia	50	135
Zimbabwe	50	115
Other countries	60	145

**II**

**EXPENSES REIMBURSEMENT FORM**

**CONTRACTOR**

Contract number:

Contact person:

Tel:

E-mail:

Payment shall be executed to the bank account indicated in Article I.6 of the Framework Contract.

Summary of expenses	Total amount
Travel expenses	
Accommodation costs	
Daily Allowance	
Any other expenses provided for in the tender specifications	
<b>TOTAL COSTS</b>	

Detailed Information Sheet is attached

I, the undersigned, declare that this statement is true and accurate, and that no reimbursement will be claimed from another source.

[*Company name/forename/surname/function*]

Signature: .....

Date:

**Rules concerning expense reimbursement are on the following page.**

**Please attach originals or copies of the travel tickets and accommodation costs as well as for any other expenses provided for in the tender specifications.**

**EMSA may at any time during the reimbursement process request the contractor to provide original supporting documents if only copies are provided.**

**Please submit Reimbursement Expenses Form by post or by email as indicated in Article I.7 of the Framework Contract.**

## **RULES OF REIMBURSEMENT FOR CONTRACTORS**

- (1) Where provided by the special conditions or by Annex I, the contracting authority shall reimburse travel and subsistence expenses which are directly connected to the execution of the tasks on production of supporting documents, including receipts and tickets.
- (2) Travel expenses are reimbursed on the following basis:
- travel by air: up to the maximum cost of an economy class ticket at the time of the reservation;
  - travel by boat or rail: up to the maximum cost of a first-class ticket;
  - travel by private car at the rate of EUR 0.28 per kilometre (calculated on the basis of a google map tool on internet) and any motorway toll charges on presentation of supporting documents;
  - extra costs (e.g. seat reservations, luggage, supplements for high speed trains) shall be reimbursed up to a maximum amount of EUR 40.00;
  - travel agency costs shall be reimbursed up to a maximum amount of EUR 30.00;
  - taxi or airport/hotel shuttles fares are not reimbursed.
- (3) Subsistence expenses are reimbursed on the following basis:
- for journeys of less than 200 km for a return trip, no subsistence allowance is payable;
  - the daily subsistence allowance is payable only on receipt of supporting documents proving that the person concerned was present at the destination;
  - the daily subsistence allowance takes the form of a flat rate payment to cover all subsistence expenses, including meals, local transport including transport to and from the airport or station, insurance and sundries;
  - the daily subsistence allowance is reimbursed at the flat rates specified in Article I.5.3;
  - accommodation is reimbursed on receipt of supporting documents proving the necessary overnight stay at the destination, up to the flat rate ceilings specified in Article I.5.3.
- Reimbursement procedure**
- (4) Travel expenses are reimbursed following the submission of the “Expense reimbursement form” duly completed and signed. The Expense reimbursement form shall be accompanied by fully completed Detailed Information Sheet and the supporting documents. The contracting authority will request the original or certified copy of all documents necessary to complete the reimbursement request.
- (5) Reimbursement of expenses shall be effected by bank transfer in Euro.
- (6) The contracting authority may at any time request additional documents and evidence or effect controls as to the correctness of the information provided by the contractor in relation to the reimbursement of travel expenses. Data provided by the contractor in relation to the reimbursement of travel expenses may be transferred by the contracting authority 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.
- (7) The contractor shall repay any sums paid in error.

### Detailed information sheet

Please fill in one for each trip and traveller, where applicable.

Contract Number:					
<b>Name of the traveller:</b>					
Place of departure (principal place of performance of the contract):					
Destination for the purpose of the work under the contract:					
Departure date:					
Return date:					
<b>Transport costs</b>					
<i>Please include originals of transport tickets (airplane tickets &amp; boarding cards, train tickets, etc. Bookings via internet: e-ticket showing the price), invoices paid to the travel agencies or airline companies, etc.</i>					
N°	Date	Currency	Amount	Exchange-rate (Art. II.21.3)	Amount in EUR
1					
2					
3					



4					
5					
Total transport costs (a)					
<b>Subsistence allowances</b> (please include original of hotel invoice, hotel booking via internet: booking confirmation together with the proof of payment)					
		Number of work days:	Rate per country in EUR	Total	
Daily Allowance per day of work					
/		Number of necessary overnight stay:	Hotel ceiling in EUR	/	
Accommodation cost for necessary overnight stay					
Total subsistence allowances due (b)					
Any other costs specified in the tender specifications (c)					
Supporting documents to be provided					
TOTAL COST (a+b+c)			EUR		