

Prepare your travel with your mind at ease

In this leaflet, you will find the most important information on accommodation, food, travel and transport allowances for your event organised by the European Maritime Safety Agency.

3 important points to remember:



In case of any doubt on eligibility of your costs, please contact us at expert.reimbursements@emsa.europa.eu



In order to be reimbursed by the EMSA, you cannot receive a similar allowance from your own administration for the same visit.



Make sure that you provide supporting documents no later than 30 calendar days after the meeting ends.



Registration and submission of supporting documents is made using EMSA Event Registration Tool

<https://extranet.emsa.europa.eu/e-register/>

The full set of rules can be found on the EMSA Event Registration Tool under the above link



**EMSA Rules
on Reimbursement
of Expenses
to Experts**



Are you requesting a payment to a private bank account ?

Experts representing the government of a State/Country/Region

Bank account of a member state, one of its ministries or a public body will be used. Payment to a different bank account can be done only if the expert provides a derogation* from his/her employer.

Experts representing an entity of private or public law

Bank account of the represented entity of private or public law (private company or public institution), member state, one of its ministries or a public body will be used. Payment to a different bank account can be done only if the expert provides a derogation* from his/her private company or public institution.

Experts invited in their private capacity

The legal entity to be used is the expert himself. Payment will be done on any bank account indicated by the expert him/herself (i.e. their own private bank account or bank account of their organisation both private or governmental).

() Derogation template available as Annex II to the EMSA Rules on Reimbursement of Expenses to Experts.*

Accommodation allowance

If you need to spend one or more nights at your event's location due to events being incompatible with the transport times, you will also be entitled to an accommodation allowance. This allowance is **€121 per night** when the event is in Portugal. For other locations the amounts are indicated in Annex I of the Rules. **The number of nights reimbursed may not exceed the number of event days + 1.**

Daily allowance

The daily allowance is a flat rate. It covers all meals and local transport (bus, tram, metro, taxi, parking), with the exception of transfers to and from the airport. It amounts to **€95 per day** of the event.

Distance to the event

If the distance from the place of departure does not exceed 50 km, no reimbursement of travel expenses, accommodation and daily allowances shall be made.

 **Please consider CO2 emissions when choosing your mode of travel**

Travel expenses

You will be entitled to reimbursement of your travel expenses between the place of departure and event's location. However, the reimbursement will only be paid once you have presented the relevant supporting documents.

Please keep in mind the most appropriate means of transport and economical rates when organising your journey.

The Authorising Officer at EMSA has the right to restrict reimbursement amounts especially when they exceed €1,000 or when business class is used.

As general rule, the means of transport used are the following:

- First-class rail travel
- Economy class air travel

Private car:

- When used to reach the event place as an alternative to plane, train, or bus.
- To/from airport when distance is greater than 50 km and no public transport is available, or if the car is the only practical means of getting to the airport.
- Reimbursed at the rate of €0.28/km by default. Motorway tolls are reimbursed. Parking fees are not reimbursed, and you are liable for your own insurance.

Taxi or airport/hotel shuttle will not be reimbursed.

