

EMSA Rules on Reimbursement of Expenses to High-level Experts

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1. Reimbursement principles

1.1 Definitions

Events are trainings, meetings, workshops, seminars and other events organised by EMSA.

Experts are professionals invited by EMSA to participate in the work of the Agency with a view to their particular function or expertise.

Place of departure is any EU Member State or EEA country.

Place of return is any EU Member State or EEA country.

Overnight stay is every occasion when the expert needs to spend the night at the place where the meeting is held.

1.2 Travel reimbursement

1.2.1 General provisions

Experts participating in events shall be entitled to reimbursement of their travel expenses, accommodation allowances and subsistence allowances, provided that

- the invitation letter specifically foresees reimbursement of expenses by EMSA, and
- the experts are not in receipt of a similar reimbursement or allowances from any other organisation or person in connection with the same event.

No reimbursement of travel expenses, nor accommodation and subsistence allowances, shall be made when the distance between the place of departure and the place of the event does not exceed 50 km (calculated based on the google map tool on the internet). In this case experts will be considered as taking part in an activity in their place of employment and they will be not entitled to any reimbursement.

Experts are reminded that EMSA is EMAS and ISO 14001 certified and promotes adherence to these frameworks. When making their travel choices, experts are encouraged to favour greener alternatives. For example, direct flights should be favoured where available, trains should be used when they are an efficient alternative to air travel and travel by road should preferably be done by zero- or low-emission vehicles, and by car sharing, when feasible.

1.2.2 Derogation

The authorising officer at EMSA may authorise a derogation from the provisions of these rules in duly justified cases.

Travel and other costs will then be assessed on a case-by-case basis, and the authorising officer will use his/her discretion to establish an acceptable amount for reimbursement.

1.2.3 Travel expenses

Experts shall be entitled to the reimbursement of their travel expenses from the place of departure to the place where the event is held and back to the place of return, by the most appropriate means of transport given the distance involved.

Experts have the responsibility to arrange their travel using the most economical fares given the timetable of the event. Experts cannot be required to leave before 8:00 or arrive after 22:00, either at the place of departure/return or at the place of the event¹.

Travel expenses shall be reimbursed on the following basis:

¹ In this context, departure and arrival are taken to be the departure and arrival times of the main means of transport, that is to say take-off or landing in the case of an aircraft, and the times of departure and arrival of all other forms of transport.

- A. Cost of travel by plane in economic class, at the lowest available rate;
- B. Cost of one cabin bag and one hold bag, when not included in the flight price;
- C. Cost of travel by train in first class, at the lowest available rate;
- D. Cost of travel to and from an airport, or between terminals of airports, only when public transport (e.g., bus, train, metro) is used. Taxi or airport/hotel shuttle fares are not reimbursed.
- E. Cost of travel by car to/from airport will be reimbursed when the distance is greater than 50 km (calculated based on google map tool on internet) and no public transport is available, or if the car is the only practical means of getting to the airport. Use of a private car is reimbursed at the rate of EUR 0.28 per km. (calculated based on a google map tool on internet). Motorway toll charges shall be reimbursed separately on presentation of supporting documents. Parking fees at the airport will not be reimbursed.
- F. Cost of travel by private car will be reimbursed when used to reach place where the event is held as an alternative to plane, train, or bus. Use of private car is reimbursed at the rate of EUR 0.28 per km (calculated based on a google map tool on internet). Motorway toll charges shall be reimbursed separately on presentation of supporting documents. Parking fees at the place of the event will not be reimbursed.
- G. Extra costs such as those listed below:
 - travel agency fees
 - fees on CO₂ emission contribution
 - fees on SMS confirmation on flights
 - fees on seat reservations on flights
 - fees on supplements for high-speed trains.

Shall be reimbursed up to a total maximum amount of EUR 40.00. Nevertheless, the maximum amount for travel agency fees is EUR 30 excluding any additional credit card fees.

1.2.4 Prior agreement on travel costs

A prior written agreement by EMSA shall always be obtained by the expert when

- A. The price of travel may exceed EUR 1,000.00;
- B. Business class will be used;
- C. Place of departure and/or return is outside and EU Member State or EEA country;
- D. Arrival at the event is more than two days prior to the first day of the event and/or more than two days after the last day of the event.
- E. Route to EMSA event includes stop overs in other countries/cities for experts' own business/private reasons on the same flight ticket.

Failing prior written agreement, only the following will be reimbursed by EMSA:

A-D: Travel costs (excluding any travel agency fee) will be limited to EUR 1,000 and travel costs will be limited to 60% of the business class ticket price (excluding any travel agency fee) whichever is a lower amount.

E: When the flight ticket does not separate the price for each leg, the reimbursable flight costs will be pro-rata of the number of stopovers. (As an example: EMSA meeting in Lisbon and one stop-over in Brussel, EMSA will reimburse 50% of the flight ticket, EMSA meeting in Lisbon and two stopovers, one in Paris and one in London, EMSA will reimburse 33% of the flight ticket). This amount will be further limited to EUR 1,000, when applicable.

A derogation may be granted by the EMSA authorising officer in any justified cases (please refer to 1.2.2).

1.2.5 Supporting documents on travel costs

For the purposes of travel expenses reimbursement, the actual cost of the tickets paid by the expert shall be considered. For this purpose, the expert is requested to provide the relevant supporting documents as to the actual price of the ticket for the journey in question.

The calculation of reimbursable costs shall be based on the provisions of paragraphs a) to f) in section 1.2.3 above, depending on the mode of transportation used.

For the purposes of evidencing the exact price of the ticket and the amount of the handling fee, evidentiary documentation (e.g., travel agency invoice, electronic ticket, train/bus receipts, motorway toll charges) needs to be provided.

1.2.6 Travel route

The amounts to be reimbursed shall be limited to the costs for the route between the place of departure, the place where the event is held and the place of return.

Place of return after the event can be different than place of departure.

Both place of departure and place of return must be in EU Member State or in EEA country.

1.3 Accommodation and daily subsistence allowances

Experts shall be informed in advance where the applicable rules and rates can be obtained. They are also available on EMSA website under <https://extranet.emsa.europa.eu/e-register/events>.

1.3.1 Accommodation allowance

Experts shall receive an **accommodation allowance** at the flat rate of EUR 101.00² per overnight stay at the place of the event.

For the events held in other locations, the accommodation allowance will be reimbursed according to the amounts indicated in the Annex I to these Rules.

The accommodation allowance shall cover all the expenses related to accommodation (e.g. city tax, service tax).

Accommodation shall be arranged and paid directly by the expert. The maximum number of overnight stays reimbursed is the number of meeting days +1.

1.3.2 Daily subsistence allowance

Experts shall receive a **daily subsistence allowance** corresponding to the number of days of the event. For events held in Lisbon, Portugal, the daily subsistence allowance is set at the flat rate of EUR 166.00³.

For the events held in other locations, the daily subsistence allowances will be reimbursed according to the amounts indicated in the Annex I to these Rules.

The daily subsistence allowance shall cover all the expenses **at the place where the event takes place**, including meals and local transport (e.g. taxi, bus, tram, metro), with the exception of transfers to and from the airport.

2. Reimbursement procedure

2.1 Documents

Experts shall be reimbursed following e-submission of all necessary documents via the EMSA Event Registration Tool (online registration) available at <https://extranet.emsa.europa.eu/e-register/access>.

Credentials to log-in are provided in the invitation letter.

Document(s) providing the cost, the itinerary, the dates and the class of the travel (e.g. e-ticket receipt, copy of the travel agency invoice) shall be submitted:

² The flat rate amount may vary over time and be subject to periodic revision.

³ The flat rate amount may vary over time and be subject to periodic revision.

1. Document(s) providing the cost of public transport for travel to and from an airport or between terminals of airports when public transport, such as an airport bus, metro or train, is used (e.g. copy of the ticket, ticket receipt);
2. Document(s) providing the cost of motorway toll in case of travel by private car. Please refer to 1.2.3 (f);
3. Any extra document(s) for costs listed under 1.2.3 (g), to be shown separately;

Experts requesting reimbursement of expenses for the first time, are required to complete also:

4. Financial Identification Form;
5. Derogation from expert's employer if payment is requested to be executed to the expert's private bank account. Please refer to the template in Annex II. The template is also available at <https://extranet.emsa.europa.eu/e-register/events>.

Experts shall only be reimbursed provided that participation is evidenced by the signature of the expert on the attendance list available on all days of the event.

2.2 Deadline for Reimbursement requests

Experts who requested reimbursement via the EMSA Event Registration Tool are obliged to submit the above-mentioned documents within **30 days after the end date of the event**. If requests for reimbursements and/or supporting documents have not been received the latest **3 months after the end date of the event** the request shall be rejected and EMSA will not reimburse the related expenditure.

Information on available remedies may be found at EMSA website: <http://www.emsa.europa.eu/emsa-homepage/156-uncategorised/1512-remedies.html>

2.3 Payment

Reimbursement of expenses shall be executed by bank transfer in Euro to a single bank account within 30 days from receipt of all supporting documents required.

EMSA has the right to recover any overpayment within 5 years from the date of the payment (bank execution date).

2.3.1 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).

2.3.2 Currency of payment

Payments shall be made in Euro.

EMSA will make any conversion between the Euro and another currency at the daily Euro exchange rate published in the Official Journal of the European Union, or failing that, at the monthly accounting exchange rate, as

established by the European Commission and published on the website indicated below, applicable on the day of the invoice or receipt date.

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

Experts or the expert's employer shall repay any sums paid in error.

3. Force majeure

In cases of a cancellation of an event by EMSA due to circumstances of *force majeure* experts who have commenced their journey shall be reimbursed by the Agency for the expenses incurred. Similarly, if the expert is forced to stay an extra night for reasons outside his/her control, the extra costs which are not refunded by another source shall be reimbursed.

Force majeure shall mean any unforeseeable and exceptional situation or event beyond the control of EMSA or the expert not attributable to error or negligence on their parts which prevents one of them from attending or holding the EMSA event that could not have been avoided by the exercise of due diligence.

4. Liability

No moral, material or bodily harm incurred by the person in the course of the journey or stay in the place where the EMSA event, workshop or other event took place may be subject to a claim against EMSA unless it can be imputed to EMSA.

In case of travel by private car the owner, holder and driver of the vehicle shall be fully liable for any damage incurred in relation to the operation of the vehicle according to general legislation in place. No moral, material or bodily harm incurred in relation to the use of a private car may be subject to a claim against EMSA.

5. Applicable rules

Rules applicable for the reimbursement of experts will be those in force at the date of the invitation letter.

Annex I Allowances⁴

Countries	Allowance per day of meeting (€)	Accommodation allowance (€)
Austria	131	158
Belgium	132	171
Bulgaria	78	121
Croatia	99	132
Cyprus	103	145
Czech Republic	98	149
Denmark	172	208
Estonia	125	118
Finland	155	170
France	127	212
Germany	123	154
Greece	108	134
Hungary	93	135
Ireland	144	191
Italy	116	178
Latvia	110	128
Lithuania	103	114
Luxemburg	142	178
Malta	109	166
Netherlands	137	190
Poland	95	126
Portugal	95	121
Romania	88	109
Slovakia	104	120
Slovenia	108	140
Spain	101	154
Sweden	135	198
United Kingdom	125	209

⁴ This Annex contains information which may vary over time and be subject to periodic revision. For countries outside EU Member States, the rates applicable for EU staff travelling on business trips shall apply.

Annex II Derogation to EMSA

DEROGATION TO EUROPEAN MARITIME SAFETY AGENCY

Subject: [INSERT THE TITLE AND DATES OF THE EVENT or PERMANENT DEROGATION FOR CALENDAR YEAR 20XX⁵]

With this letter we hereby authorise the European Maritime Safety Agency to pay the travel costs, daily and the accommodation allowances related to the above-mentioned meeting(s) directly to the private bank account of Mr/Ms

Signature

[Name of the authorised person]

[Title of the authorised person]

[Date]

⁵ Experts may request a permanent derogation for all EMSA meetings for one calendar year at a time. Experts must however attach the permanent derogation as a supporting document for each reimbursement request.

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