

REIMBURSEMENT OF TRAVEL EXPENSES

The reimbursement of travel & 'per diem' expenses occasioned by a convocation of a Contractor to the European Environment Agency is paid in euro (•) at the rate of exchange in force against the euro (•) for the month in which the liquidation is effected (rate applied by the European Central Bank). All accounts must be in the currency in which they were paid.

a) Travel expenses

by train: First class fare (used ticket with claim),
 by air: Economy class where available (used ticket with claim),
 by car: The equivalent of first class rail fare.

b) Transfer of professional materials or non-accompanied luggage

Subject to prior approval by the Agency.

c) Daily allowance

The daily allowance is to include **all** expenses relating to:

- accommodation;
- meals;
- local transport including taxis.

NOTES:

Taxis are not chargeable.

For information only:

The current daily allowances are as follows (*)

Austria	:	3.607 BFR	Belgium	:	4.690 BFR
Denmark	:	6.120 BFR	Finland	:	6.413 BFR
France	:	4.300 BFR	Germany	:	4.225 BFR
Greece	:	2.880 BFR	Ireland	:	5.235 BFR
Italy	:	5.615 BFR	Luxembourg	:	4.435 BFR
Netherlands	:	4.955 BFR	Portugal	:	4.150 BFR
Spain	:	5.230 BFR	Sweden	:	6.413 BFR
United Kingdom:		5.755 BFR			

(*) Rates are decreased with 25% when the mission exceeds 4 weeks.