

**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 (EUR) at the rate of exchange in force against the euro (EUR) 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	:	EUR	89,42	Belgium	:	EUR	149,63
Denmark	:	EUR	179,28	Finland	:	EUR	158,97
France	:	EUR	130,29	Germany	:	EUR	127,10
Greece	:	EUR	113,19	Ireland	:	EUR	165,20
Italy	:	EUR	129,82	Luxembourg	:	EUR	143,48
Netherlands	:	EUR	147,69	Portugal	:	EUR	142,98
Spain	:	EUR	141,30	Sweden	:	EUR	158,97
United Kingdom:		EUR	199,21				

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