

### ANNEX 3 to the Terms of Reference

#### REIMBURSEMENT OF EXPENSES

The reimbursement of travel & daily allowance expenses incurred under this contract 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 claims 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) Daily allowance

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

- accommodation
- meals
- local transport including taxis

**NOTES:** Taxis are not chargeable.

The daily allowances applicable for the whole duration of the contract are as follows (\*):

Austria	:	EUR	234	Belgium	:	EUR	250
Bulgaria	:	EUR	192	Cyprus	:	EUR	228
Croatia	:	EUR	185	Czech Rep	:	EUR	194
Estonia	:	EUR	185	Denmark	:	EUR	297
Finland	:	EUR	255	France	:	EUR	282
Germany	:	EUR	225	Greece	:	EUR	194
Hungary	:	EUR	184	Iceland	:	EUR	245
Ireland	:	EUR	267	Italy	:	EUR	246
Latvia	:	EUR	189	Lithuania	:	EUR	186
Liechtenstein	:	EUR	175	Luxembourg	:	EUR	246
Malta	:	EUR	226	Netherlands	:	EUR	269
Norway	:	EUR	220	Poland	:	EUR	183
Portugal	:	EUR	184	Romania	:	EUR	198
Slovak Rep	:	EUR	174	Slovenia	:	EUR	201
Spain	:	EUR	216	Sweden	:	EUR	304
Switzerland	:	EUR	220	Turkey	:	EUR	220
United Kingdom:		EUR	334				

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

Only 50% of the daily allowance is paid in case the night has not been spent at the place of mission.