



### ANNEX 3 to the Tender Specifications

#### REIMBURSEMENT OF TRAVEL 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) Visas

##### c) Daily allowance

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

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

##### d) Transfer of professional materials or non-accompanied luggage

Subject to prior approval by the Agency.

#### NOTES:

Taxis are not chargeable.

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

Austria	:	EUR	225	Belgium	:	EUR	232
Bulgaria	:	EUR	227	Cyprus	:	EUR	238
Czech Rep	:	EUR	230	Estonia	:	EUR	181
Denmark	:	EUR	270	Finland	:	EUR	244
France	:	EUR	245	Germany	:	EUR	208
Greece	:	EUR	222	Hungary	:	EUR	222
Iceland	:	EUR	245	Ireland	:	EUR	254
Italy	:	EUR	230	Latvia	:	EUR	211
Lithuania	:	EUR	183	Liechtenstein	:	EUR	175
Luxembourg	:	EUR	237	Malta	:	EUR	205
Netherlands	:	EUR	263	Norway	:	EUR	220
Poland	:	EUR	217	Portugal	:	EUR	204
Romania	:	EUR	222	Slovak Rep	:	EUR	205
Slovenia	:	EUR	180	Spain	:	EUR	212
Sweden	:	EUR	257	Switzerland	:	EUR	220
Turkey	:	EUR	220	United Kingdom	:	EUR	276

(\*): 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.