



**EEA GUIDELINES FOR PARTICIPANTS TO EXPERT MEETINGS:**  
**TRAVEL ARRANGEMENTS AND REIMBURSEMENT**

**STEPS TO TAKE TO REQUEST TRAVEL AND RECEIVE REIMBURSEMENT**

**Send request to FIGAME for a prepaid travel service:** Please complete the travel request form and send it directly to the EEA's travel agency, FIGAME, at their email address [eea@figamegroup.com](mailto:eea@figamegroup.com). They will then book your travel arrangements and hotel accommodation (if needed).

**Submit reimbursement application form:** Please complete the reimbursement application form and give it or send it by email to the meeting secretary.

**Sign meeting register:** Please sign the meeting attendance list on each day of the meeting to receive reimbursement (failing this, experts might not get reimbursed)

**If you have not been reimbursed by the EEA before, please complete the following two forms and give/send them to the meeting secretary:**

(Also if you have changed your bank account or not attended an EEA meeting for more than 2 years.)

*Legal entity form:* Please complete and sign the legal entity form available [here](#). Please note that there are three types of form (Individual, Public Law Body and Private Company), use the appropriate one. Please also attach the relevant identification required (a copy of your passport if receiving reimbursement personally).

*Financial identification form:* Please complete the financial identification form available [here](#). Please also arrange for your bank to stamp it, or attach a copy of a recent bank statement, which includes your IBAN code.

**If you make your own travel arrangements (no prepaid travel service via the EEA's travel agency):**

The EEA will reimburse the expenses, providing supporting documentation, and up to certain limits: flight reimbursement will be limited to a **comparison quote** provided by the EEA's travel agent. Hotel accommodation is limited to a ceiling of EUR 173 per night (excluding breakfast) for Copenhagen and set ceilings for meetings in other countries.

## EEA TRAVEL REIMBURSEMENT POLICY FOR EXPERT MEETINGS:

### 1. INTRODUCTION

The EEA can arrange travel and accommodation and provide reimbursement of expenses for participants to its expert meetings.

- ▶ Anyone from outside the European Environment Agency who is invited to give a specific professional opinion in a committee, an expert group or by personal invitation, wherever the location of the meeting;
- ▶ Anyone responsible for accompanying a disabled person who has been invited by the European Environment Agency to attend a meeting in an expert capacity.

Experts may be private-sector experts (representing the civil society) or government experts (representing a public authority of an EEA Member State or EEA cooperating country).

Unless stated otherwise in the invitation letter, the expert shall be entitled to travel, accommodation where appropriate, and a daily allowance for each meeting day (or half day) to cover meals, local transport and other incidental expenses, on the condition that you declare that you are not receiving a similar allowance or reimbursement in respect of the same journey or stay from any other source.

### TRAVEL EXPENSES

Travel is booked and expenses reimbursed on the following basis:

Always from the departure point cited in the invitation (either your private or professional address) to the meeting place, and return. This travel must be organised on the basis of the most appropriate means of transport at the most economic fare available at the time of the invitation.

#### **As a general rule, permissible means of transport are:**

- ▶ *Economy class air travel for distances of more than 400 km (one way). Business class is permitted for flights of 4 hours or more **without** stopovers;*
- ▶ *First-class rail travel for journeys less than 400 km (one way);*
- ▶ *Use of private car. The travel shall be reimbursed at the rate of EUR 0.28 per km, up to a maximum of the cost of a first-class rail ticket.*

If you wish to travel from a different departure point or extend your stay at the meeting venue, FIGAME is able to arrange this for you, but you will need to pay them directly for any additional costs against a comparison quote provided by FIGAME.

If you book your travel privately or via your institution, the EEA will reimburse your expenses on submission of a reimbursement claim and the electronic copy of supporting documents:

- ▶ Tickets and invoices; in case of online bookings, the electronic reservation;
- ▶ Boarding pass, for online check-in a screen shot is acceptable (the boarding pass is not required for travel booked through the EEA's travel agent).

The original documents must show the class of travel used, correct flight itinerary, exact amount paid and currency of payment.

The actual cost of flight expenses will be reimbursed up to a comparison quote provided by the EEA's travel agent.

## **ACCOMMODATION** - when required

If you book your accommodation privately or via your institution, reimbursement may be claimed against provision of an original receipt. The cost of accommodation shall be reimbursed up to the ceiling of EUR 173 per night, excluding breakfast, for meetings in Copenhagen and at the ceiling stated in your invitation for meetings in other countries. Where breakfast is included in the hotel rate, an amount of EUR 15 will be deducted from the daily allowance.

In order to contain accommodation costs, the EEA will normally cover only one night per meeting day and expect participants to return home on the evening of the last meeting day. However, if no suitable transport is available on the evening of the last meeting day, the EEA will cover an extra night. If participants choose to stay longer for private reasons, any extra nights will be at their own cost.

If the distance between the place of departure and the meeting venue is 100 km or less, no cost for accommodation will be reimbursed.

## **DAILY ALLOWANCE**

The daily allowance is a flat rate covering all meals and local transport (bus, tram, metro, taxi, parking, motorway tolls, car on ferry, etc.), as well as travel and accident insurance. The allowance amounts to **EUR 100 per full meeting day** or EUR 50 per half meeting day.

If the distance between the place of departure and the meeting venue is 50 km or less, the daily allowance will be halved to 50 EUR per meeting day.

Where a meal is offered by the EEA (lunch or dinner), an amount of **EUR 25** per meal will be deducted from the daily allowance.

## **HOW TO APPLY FOR REIMBURSEMENT?**

As a participant you must sign the meeting attendance list and provide the EEA meeting secretary with all **documents necessary for reimbursement either on the day of meeting or by email prior to the meeting** (please find documents attached). If this is not possible, documents must be received by the EEA no later than **60 calendar days** after the final day of the meeting. Beyond this deadline, the EEA is not obliged to reimburse travel expenses or pay any allowances.

Reimbursements shall be made in Euro, where appropriate at the exchange rate applying on the day of the meeting.

All reimbursements shall be made **to one and the same bank account**. For government experts, reimbursements shall be paid into an account in the name of the country, one of its ministries or a public body, unless agreed otherwise.

Privacy statement: please refer to the specific one provided in the invitation letter

**Please note:** The European Environment Agency shall not be liable for any material, non-material or physical damage suffered by invited experts or those responsible for accompanying a disabled expert in the course of their journey to or during the stay at the place where the meeting is held, unless such harm is directly attributable to the European Environment Agency. In particular, invited experts who use their own means of transport for travelling to such meetings shall be entirely liable for any accidents that they might cause.

The EEA Travel Service shall have the right to carry out checks that might be needed to confirm the validity of any claim and to request proof from the expert required for this purpose. They shall also have the right, where it appears to be justified, to restrict reimbursement to the rates normally applied to the usual journey from the expert's place of work or residence to the meeting place.