



EXECUTIVE DIRECTOR

01 December 2023

DECISION DIR 13/2023**Rules for reimbursement of expenses of external experts invited to Cedefop meetings**

Replacing Decision DIR 04/2020 (RB(2020)00692) of 05 June 2020

The Executive Director of the European Centre for the Development of Vocational Training (Cedefop), hereinafter referred to as “Cedefop” or “the Agency”,

HAVING REGARD to the Regulation (EU) No 2019/128 of the European Parliament and of the Council of 16 January 2019 establishing a European Centre for the Development of Vocational Training (Cedefop) and repealing Council Regulation (EEC) No 337/75;

HAVING REGARD to the Financial Regulation applicable to the European Centre for the development of vocational training (Management Board decision ref. RB(2019)01034 of 16 July 2019);

HAVING REGARD to the EC meeting reimbursement rules adopted by the Commission on 5 December 2007 Doc. C (2007) 5858;

HAVING REGARD to the ‘Guide to missions and authorised travel’ of the Commission adopted by analogy by Cedefop on 2 July 2018;

HAVING REGARD to the necessity of clarifying and simplifying the previous rules;

HAVING REGARD to the necessity of aligning the ceilings of costs reimbursed and allowances granted to current prices, using the ceilings of the ‘Guide to missions and authorised travel’ applicable to EU officials and other servants as an appropriate and relevant measure of costs per country of the EU;

HAVING REGARD to the Management Board decision ref. RB(2020)00669 of 29 May 2020 repealing the Governing Board decision RB(2013)02344;

HAS DECIDED to adopt the following rules for reimbursement of the travel, subsistence allowances and miscellaneous expenses of experts not employed by Cedefop who are invited to meetings organised by Cedefop, as follows:

Article 1 – Introduction

This document defines the general provisions for reimbursing expenses (travel, hotel and subsistence expenses) for external experts invited by the European Centre for the Development of Vocational Training (hereafter 'Cedefop').

The following definitions apply:

- 'External Experts' (hereafter 'Experts') are persons not employed by Cedefop, invited to meetings organised by Cedefop to provide expertise or contractor's staff invited at Cedefop's initiative, including any person accompanying a person with a disability who has been invited as an Expert to Cedefop.
- The 'place of origin' is the place of residence or the workplace address.
- The 'place of the meeting' is either Cedefop's premises or the location specified in the meeting invitation.

Article 2 - Liability

Cedefop shall not be liable for any material, non-material or physical damage incurred by Experts in the course of the journey or stay in the place where the meeting is held, unless such harm is directly attributable to Cedefop.

Experts using their own means of transport for travelling to such meetings shall be entirely liable for any accidents that they might cause or be involved in.

Article 3 – Travel

1. Travel is reimbursed to Experts from their place of origin to the place of the meeting. All Experts should book their travel from the place of origin to the place of the meeting, by the most appropriate means of transport given the distance involved.

Means of transport are:

- **Train** travel (at first class rate);
- **Travel by bus;**
- **Standard economy class air fare** for flights under 4 hours;
- **Business class air fares**, for a journey that includes a flight segment of at least 4 hours without stopovers, or in duly justified cases and only with prior written authorisation by Cedefop's responsible Authorising Officer by Delegation (hereafter 'AOD');
- Although Cedefop recommends the use of public transport, the cost of travel by **private car**, if chosen as the most convenient alternative by the Expert, shall be reimbursed at the rate of EUR 0.28 per km. No additional costs, such as tolls, fines, parking, fuel receipts, insurance, will be reimbursed.
- **Taxi fares**, normally, will not be reimbursed. However, in cases where public transport is unavailable at the place of origin, or early departure from (flight departure before 09h00 am) or late return to (flight arrival after 21h00 pm) the place of origin, taxi fares

shall be reimbursed up to a maximum of 50 EUR per route. In addition, use of taxis may be authorised by the AOD in duly justified cases beyond the control of the Expert travelling, such as illness, or disability.

2. Travel expenses shall be reimbursed on presentation of supporting documents:
 - An e-ticket or invoice (if the price is not clearly indicated on the e-ticket). Airfare and taxes, travel agent fees, seat reservation fees, transport of necessary luggage and check-in fees are reimbursable. Documents submitted must state the travel class, dates and times and the breakdown of the price paid.
 - Boarding passes or itinerary documents will only be required if the e-tickets or invoices, do not clearly indicate dates and times of travel.
3. If an Expert is denied boarding, the flight is delayed or cancelled, or if the Expert is placed in a class lower than that on the ticket, the Expert has certain rights when departing from any airport in the EU with any airline, or when arriving in the EU with an airline from the EU, Iceland, Norway, or Switzerland in accordance with Regulation (EC) 261/2004.

In such situations the airline must inform the travellers of their rights which may vary according to specific situations. In such a case, the Experts shall pursue their rights before applying for reimbursement, informing Cedefop of any contributions the Experts may receive from the air carrier to avoid double payments of costs.

4. A ceiling of 800 Euros is applied to all air fares. If travel costs exceed the ceiling, prior written approval by Cedefop before bookings are finalised, shall be sought to obtain full reimbursement. Without prior approval, reimbursement shall be limited to the ceiling amount.

The ceiling for non-EU participant's air tickets must be decided on a case-by-case basis by the responsible AOD of Cedefop. The AOD may use Cedefop's travel agency or other sources to check if travel costs are reasonable.

5. Experts should book their travel from their place of origin to the place of the meeting for the date(s) of the meeting.

Any deviation from the meeting dates must be communicated in writing prior to the meeting to the appropriate Cedefop employee organising the meeting as indicated in the invitation. The AOD may decide to reimburse travelling costs if the reasons for deviating from the meeting date are considered to be duly justified. The Expert is required to present a comparative price to Cedefop, ensuring the reimbursement of travel expenses, limited to the cost of direct travel.

Article 4 - Daily subsistence allowance and hotel allowance

1. Experts invited by Cedefop to a meeting are entitled to daily subsistence and hotel allowances. Experts must declare, on the reimbursement form, that they are not entitled to and will not receive similar allowances from another organisation for the same trip.
2. The daily allowance paid for each day of the meeting is a flat rate. It covers all expenditure at the place of the meeting, including meals and local transport (bus, tram, metro, taxi, parking, motorway tolls, etc.), as well as travel and accident insurance.
3. The amount of the daily allowance is set out in the annex 1; should meals be provided by Cedefop, the daily allowance will be reduced by 25% for each meal (lunch or dinner) provided.
4. Experts who have to spend one or more nights at the place where the meeting is held, or in a Experts who have to spend one or more nights at the place of the meeting, or at a stopover dictated by the travel itinerary (1), shall also be entitled to receive the respective hotel allowance by country in line with the amounts set out in the annex 1.
5. The number of hotel allowances entitled per Expert will be calculated according to the actual travel times and may not exceed the number of meeting days + 1.
6. In exceptional cases, where, for example, it is not possible to travel the day right before or after the event, or staying for an additional night reduces the total amount reimbursed, the number of hotel allowances can be increased. Prior written authorisation by Cedefop's AOD is required, based on the Expert providing written justification and supporting evidence.

Article 5 - Additional expenses

Costs related to visas are reimbursed on presentation of supporting documents. Costs of obtaining a passport or other related expenses are not reimbursed.

The Expert or their organisation must pay any additional expenditure not covered by Articles 2 to 5.

Article 6 - Mobility-impaired Experts

Where the allowances in Article 4 appear clearly inadequate for expenses incurred by Experts whose mobility is –impaired because of disability or by anyone accompanying them, the expenses shall be reimbursed at the Expert's request, presented with supporting documents and with the prior written authorisation of Cedefop's AOD. Further, under Article 3.1 the Cedefop AOD may authorise and reimburse the use of a taxi, if a justified request is provided.

Article 7 - Cancellation policy

Cedefop is obliged to pay any air-ticket and non-refundable hotel costs, including cancellation fees, if the following conditions are fulfilled:

- a. If an Expert is unable to attend a meeting for a reason beyond his/her control, the meeting assistant should be informed at least 48 hours prior to the meeting. If notice is

not given 48 hours in advance, Cedefop will not be responsible for reimbursing any of the participant's costs, except in case of force majeure, or illness (see point b.).

- b. If an Expert is ill, he/she should inform the meeting assistant prior to the meeting and provide a medical certificate testifying that the Expert is not fit to travel.

Article 8 - Payments

1. Payments will be processed based on a duly completed reimbursement request, accompanied by the required supporting documents. The Expert's attendance will be certified by Cedefop.
2. Experts are required to submit the necessary documents as specified in these rules to qualify for reimbursement. These documents should be attached to the reimbursement form, which is provided to the Experts upon their registration for the meeting. The submission must be completed no later than 30 calendar days following the meeting's conclusion.
3. Cedefop shall reimburse the Experts' expenses to the bank account specified in the Financial Identification Form within 45 days. Reimbursement may be made to an Expert's personal bank account, or a bank account associated with the entity employing the Expert stated on the Financial Identification Form.
4. Reimbursements shall be in euros, where appropriate at the rate of exchange applying in the month of the reimbursement. All reimbursements shall be made only to an account in a bank in the EU/EEA, except for Experts resident in third countries.
5. Unless the Expert can provide a proper justification that is accepted by reasoned decision by the responsible AOD, failure to comply with paragraph 2 shall absolve Cedefop from any obligation to reimburse travel expenses or pay any allowances.
6. The Management Board members may opt to use the reimbursement form found in annex 2 to request the reimbursement of their expenses.

Article 9 – Other provisions

This decision repeals and replaces the Executive Director's Decision DIR 04/2020, ref. RB(2020)00692 of 05 June 2020. It shall enter into force on the date of its signature and will be applicable to all events for which the invitations are sent after this date.

Thessaloniki,

Jürgen Siebel
Executive Director

Annex 1: Hotel and Daily Allowances

| EU Member states | Hotel allowance | Daily Allowance | Deduction per lunch / dinner offered (-25%) |
|--------------------------------|-----------------|-----------------|---|
| Belgium | 140.00 | 92.00 | 23.00 |
| Bulgaria | 125.00 | 92.00 | 23.00 |
| Czech Republic | 115.00 | 92.00 | 23.00 |
| Denmark | 160.00 | 92.00 | 23.00 |
| Germany | 120.00 | 92.00 | 23.00 |
| Estonia | 95.00 | 92.00 | 23.00 |
| Ireland | 150.00 | 92.00 | 23.00 |
| Greece/Thessaloniki | 120.00 | 92.00 | 23.00 |
| Greece | 105.00 | 92.00 | 23.00 |
| Spain | 120.00 | 92.00 | 23.00 |
| France | 170.00 | 92.00 | 23.00 |
| Croatia | 100.00 | 92.00 | 23.00 |
| Italy | 140.00 | 92.00 | 23.00 |
| Cyprus | 130.00 | 92.00 | 23.00 |
| Latvia | 110.00 | 92.00 | 23.00 |
| Lithuania | 110.00 | 92.00 | 23.00 |
| Luxembourg | 140.00 | 92.00 | 23.00 |
| Hungary | 110.00 | 92.00 | 23.00 |
| Malta | 130.00 | 92.00 | 23.00 |
| Netherlands | 155.00 | 92.00 | 23.00 |
| Austria | 125.00 | 92.00 | 23.00 |
| Poland | 110.00 | 92.00 | 23.00 |
| Portugal | 95.00 | 92.00 | 23.00 |
| Romania | 125.00 | 92.00 | 23.00 |
| Slovenia | 110.00 | 92.00 | 23.00 |
| Slovakia | 95.00 | 92.00 | 23.00 |
| Finland | 130.00 | 92.00 | 23.00 |
| Sweden | 175.00 | 92.00 | 23.00 |
| EFTA countries & UK | | | |
| Iceland | 150.00 | 92.00 | 23.00 |
| Liechtenstein | 90.00 | 92.00 | 23.00 |
| Norway | 130.00 | 92.00 | 23.00 |
| Switzerland | 130.00 | 92.00 | 23.00 |
| UK | 195.00 | 92.00 | 23.00 |

Annex 2: reimbursement form

Meeting Ref:

REIMBURSEMENT REQUEST FORM FOR MEETING PARTICIPANTS

To obtain reimbursement of expenses, the participant should complete this form ⁽¹⁾ LEGIBLY on both sides and sign it. Travel documents and receipts should be handed or sent by email to the meeting assistant. Travel expenses should be expressed in the currency in which they were paid, stating the type(s) of transport used and places of departure and arrival.

Surname: First name:

TO ENSURE PAYMENT IT IS IMPERATIVE THAT THE BANK DETAILS ARE PROVIDED ON PAGE 2 OF THIS FORM

| | | | | Reserved for Cedefop Finance Service |
|----------------------------------|---------|---------------------------|-------------------------|---|
| Transport used (*) | | Date & place of departure | Date & place of arrival | Price and currency |
| Plane | Outward | | | EUR |
| | Return | | | |
| Train/Bus/Boat/Taxi/Car (*) | Outward | | | |
| Train/Bus/Boat/Taxi/Car (*) | Outward | | | |
| Train/Bus/Boat/Taxi/Car (*) | Return | | | |
| Train/Bus/Boat/Taxi/Car (*) | Return | | | |
| Private car use – distance in km | | km | @ 0,28 per km | |
| (*) Art.3 par.1 | | | TOTAL | |

| | | |
|---|-----------------|-----------------|
| Meals offered by Cedefop - number of meals: | _____ Lunch(es) | _____ Dinner(s) |
|---|-----------------|-----------------|

| |
|---|
| I declare that no travel expenses, daily subsistence or hotel allowances have been borne by another authority (cross out where not the case) Comments: _____ <div style="text-align: right;">Signature of participant</div> |
|---|

⁽¹⁾ The personal information Cedefop requests from you will be processed in accordance with the provisions of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002. This form containing your personal data as well as supporting documents, needed for the accounting system and the preparation of the accounts shall be kept for at least five years from the date on which the European Parliament grants discharge for the budgetary year to which the documents relate (Art. 47.1 of Cedefop Financial Regulation). You have the right to access and to rectify your data. In case of any queries or doubts please contact the DPO of Cedefop (data-protection-officer@cedefop.europa.eu) or the controller Stephen.Temkow@cedefop.europa.eu. You are also entitled to have recourse at any time to the European Data Protection Supervisor: <http://www.edps.europa.eu>.

I certify that the above-mentioned participated in the meeting from until, organised by Cedefop in and that the expenses correspond to the accompanying documents.

NAME OF CEDEFOP EXPERT Signature

| CALCULATION (reserved for Cedefop Finance Service) | |
|--|-----------------------|
| | Total travel expenses |
| Daily subsistence allowance: No. meeting days ___ at EUR _____ | Total allowances |
| Hotel allowances: Number of nights spent ___ at EUR _____ | |
| Signature of Financial service | Total TO PAY |

1. Bank details for reimbursement

| | |
|-------------------------|--|
| Account holder | |
| IBAN | |
| BIC (SWIFT Code) | |

NB: The length of the IBAN and BIC (SWIFT) codes varies depending on the country.

2. Details of the organisation for which the participant works

| | | | |
|---------------------|--|-------------|--|
| Name | | | |
| Address | | | |
| Postal code | | City | |
| Country | | | |
| Telephone No | | | |

3. Personal details of participant (*this information is necessary when the account holder is the participant and not his/her organisation*)

| | | | |
|--------------------|--|-------------|--|
| Surname | | | |
| First name | | | |
| Address | | | |
| Postal code | | City | |
| Country | | | |