

ANNEX II – Reimbursement of travel expenses of trainees

HAVING REGARD to the rules governing the traineeship programme at Cedefop of 23 February 2023, in particular Article 13 concerning travel expenses.

WHEREAS it is necessary to establish clear rules for the calculation of the expense reimbursement.

1) Travel expenses

Trainees residing further than 50 km away from the seat of the Agency (i.e. Thessaloniki, Greece) are entitled to a contribution to the travel expenses incurred at the beginning and end of the traineeship.

The postal address (i.e. place of origin¹) provided by the trainee in the job application and confirmed in a solemn declaration shall be the place considered for that purpose. Once the traineeship has been awarded, this place cannot be changed.

The journey should be as direct as possible (stopovers of more than 5 days will not be accepted).

Travelling must be within 1 month before the start date (arrival) of the traineeship period and 1 month after the end of the traineeship period (departure).

The reimbursement of the travel expenses covers the cost of public transport tickets, such as flight, train, ferry, shuttle, bus, etc.

Please note that Cedefop will in no circumstances reimburse for first/business class tickets or taxi services.

The use of car is permitted in addition to public transport and as an alternative to other transportation means. The reimbursement is established in the form of a unique flat-rate payment (allowance of € 0.28 per kilometre driven) for the distance between the start location or place of origin and the seat of the Agency.

The distance is calculated on the basis of the single direct linear distance ('as the crow flies') and it is established by using the following tool:

<http://www.thetimenow.com/distance-calculator.php>

When a trainee arrives from or returns to a different place than the permanent address, reimbursement of the travel cost shall be based up to the ceiling

¹ The place of origin is the place where the trainee is actually residing and from where will move to relocate to Thessaloniki.

calculated to the permanent address. In such case, the trainee must provide Cedefop with an example of public transport fare to get from or to the permanent address.

The return ticket will not be reimbursed if the trainee decides to leave Cedefop before completing 3 months or if the traineeship is terminated by Cedefop.

If the traineeship is extended, a trainee, who had already bought a return ticket in advance, will be reimbursed both for the cost of the original ticket and the cost of extending this ticket or for buying a new return ticket.

The reimbursement of the travel expenses for the inward journey (at the beginning of the traineeship only) plus the outward journey (at the end of the traineeship only) is granted² up to a total maximum of € 800 for travelling within the European Union and up to a total maximum of € 1200 for travelling outside the European Union.

2) Reimbursement

Payments will be processed upon submission by the trainee of a duly completed and signed travel expenses claim form and proof of travelling.

² The amount includes airfare, taxes, booking fees, and luggage.