



# **Guidelines for Reimbursement and Allowances due to Travel, Accommodation, and Subsistence Expenses**

Brussels, 20 September 2023

## **Introduction**

Under the guidelines for the management of grants European Union lump sum grants to Advisory Councils<sup>1</sup>, in relation to the reimbursement of Advisory Council's staff and of experts, the European Commission recommends the use of the Commission's rules on officials' missions' expenses and on experts. However, each Advisory Council may adapt the rules to its own needs as long as its budget permits and provided that rules are transparent and applied similarly to all the members. The rules shall be available under the Advisory Council's website.

## **I – General rules**

- 1.** Members (one representative per organisation), staff and experts may submit claims for the reimbursement of travel and accommodation expenses as well as for subsistence allowances for the participation in meetings organised by the Market Advisory Council, plus for the participation in external meetings in representation of the council.
- 2.** The chairpersons of the meetings organised by the Market Advisory Council may submit claims for the corresponding meeting, even if a representative of the organisation that they originate from also submitted a claim.

---

<sup>1</sup> <https://marketac.eu/wp-content/uploads/2023/09/Guidelines-on-lump-sum-grants-to-Advisory-Councils-FINAL.pdf>

3. In the case of the members, if the place of departure (residence or office) is 50 km or less from the place where the meeting is held, reimbursements and allowances will not be provided.
4. The requests for reimbursement and corresponding supporting documents (invoices of the travel and accommodation costs) must be submitted to the Secretariat, at the latest, within one month after the date of the meeting. In the case of meetings organised at the end of the operational year, the Secretariat may set a shorter timeframe to account for the deadlines of the annual external financial audit and of the annual technical report to the Commission.
5. All reimbursements will be subject to budget availability; hence costs will not be reimbursed if the budget is exceeded (e.g., in the case of more meetings taking place than were expected).

## **II – Travel expenses**

1. Travel expenses reimbursed to members are limited to a maximum of 350 EUR. In the case of staff and experts, the Secretariat should aim for a similar maximum amount.
2. Reimbursements are provided for rail (including first-class), standard class air travel or mileage allowance at the rate of EUR 0.22 per km. If the journey by air involves a flight of four hours or more without stopovers, the cost of a business class ticket can be reimbursed.
3. In the case of journeys of less than 400km (one way, according to official distance by rail), travel by first-class rail travel is encouraged, while economy class air travel is encouraged for distances of more than 400km.
4. The Secretariat may scrutinise particularly closely any requests for reimbursement involving abnormally expensive flights. In that case, the Secretariat may carry out any checks that might be needed and request any proof from the representative required for

this purpose. The Secretariat shall have the right, where it appears to be justified, to restrict the reimbursement to the rates normally applied to the usual journey from the representative's place of work or residence to the meeting place.

5. Taxi fares shall not be reimbursed.

### **III – Subsistence allowance**

1. Members, staff and experts are entitled to a daily allowance for each day of the meeting as a flat rate to cover all expenditure at the place where the meeting is held, including, for example, meals and local transport (bus, tram, metro, taxi, parking, motorway tolls, among others), as well as travel and accident insurance.
2. Members, staff and experts who must spend additional days at the place where the meeting is held, because of incompatibility between the times of the meeting and the times of flights or trains, shall be entitled to an additional day of allowance (number of meeting days + 1). In the case of travel between locations for which flight travel is only possible with layovers, an additional day of allowance may be exceptionally granted (number of meeting days + 2).
3. The daily allowance shall be EUR 113.00.
4. If the place of departure of the representative (office or residence) is 100km or less from the place where the meeting is held, the daily allowance shall be reduced by 50%.

### **IV – Accommodation costs**

1. Members are entitled to an accommodation allowance of EUR 168.00 per night. In the case of staff and experts, reimbursement will be provided for the incurred cost, while the Secretariat should aim for a similar maximum amount for these costs.



2. Members, staff and experts who must spend additional nights at the place where the meeting is held, because of incompatibility between the times of the meeting and the times of flights or trains, shall be entitled to an additional night (number of meeting days + 1). In the case of travel between locations for which flight travel is only possible with layovers, an additional night may be exceptionally paid (number of meeting days + 2)<sup>2</sup>.

---

<sup>2</sup> The mentioned exception is applicable even in cases when, in the context of a layover, members stay in different cities or hotels.