



European Schools

Office of the Secretary-General

Administration  
Accounts

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**Revision of the Regulations relating to reimbursement of expenses in the event of travel on official business by members of the Board of Governors, members of the Preparatory Committees, members of the Complaints Board, representatives of the Parents' Associations and other persons invited to the European Schools (Baccalaureate examiners, experts, etc.)**

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Approved by the Board of Governors on 23, 24 and 25 October 2006 in Brussels

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Entry into force: 1<sup>st</sup> January 2007

**REGULATIONS RELATING TO REIMBURSEMENT OF THE TRAVEL AND SUBSISTENCE EXPENSES AND INCIDENTAL EXPENSES INCURRED WHEN TRAVELLING ON OFFICIAL BUSINESS BY THE MEMBERS OF THE BOARD OF GOVERNORS AND OF ITS PREPARATORY COMMITTEES, BY THE JUDGES WHO ARE MEMBERS OF THE COMPLAINTS BOARDS, BY THE REPRESENTATIVES OF THE PARENTS' ASSOCIATIONS AND BY OTHER PERSONS WHOSE SERVICES AS EXPERTS ARE USED BY THE GENERAL SECRETARIAT (Baccalaureate examiners, experts for in-service training courses, etc.)**

## **Article 1**

The members of the Board of the Governors, the members of the Preparatory Committees, the judges who are members of the Complaints Board, the representatives of the Parents' Associations and other persons who are invited to meetings or other official events by the European Schools or by the General Secretariat, hereinafter called 'persons travelling on official business', shall be entitled, in accordance with the following provisions, to reimbursement of travel costs and to daily allowances.

## **Article 2**

Travel on official business shall take place on the basis of a written invitation or of a written travel order issued by the Secretary-General or by a person authorised by him/her.

The reason for and the place and the expected length of the official event shall in particular be indicated in the letter of invitation.

## **Article 3**

1. Travel expenses shall be reimbursed on the basis of:

- first-class travel by **rail** by the customary shortest and most cost-effective route between the place of origin mentioned in the notice of the meeting/event and the place of the meeting/event, on presentation of the rail ticket;
- where the journey includes not less than six hours of night travel between 22.00 and 07.00, the cost of accommodation in a double sleeper, on presentation of the invoice;
- the costs of seat reservation, of transportation of baggage and of supplements for fast trains, on presentation of the invoice.

The cost of tickets for high-speed trains such as EUROSTAR, THALYS or TGV will be reimbursed if they are actually used for the journey.

2. The costs of **travel by boat** shall be refunded on presentation of supporting documents.

The costs of transportation of a car by boat will not be refunded.

3. If a **car** is used for the journey, costs shall be reimbursed on the basis of a first-class rail ticket, excluding sleeper costs and other supplements. The fares for journeys made by high-speed trains such as TGV, THALYS or EUROSTAR will not be taken into consideration for reimbursement of costs purposes where a car is used.

If two or more persons convened who are entitled to reimbursement of travel expenses travel together in one car, only the car owner will be reimbursed, although at the rate of 150% of the first-class rail fare.

Entitled persons shall be required to provide evidence of the costs of rail travel.

Parking charges, tolls and other charges will not be reimbursed.

4. The costs of **air travel** shall be reimbursable if the distance between the place of origin and the place of the meeting/event amounts to more than 400 km in rail kilometres or if a sea crossing is involved.

On presentation of the ticket, the advertised cost of the air fare, up to a maximum of the air fare in economy class, will be reimbursed. The boarding pass must be presented with the ticket. Where reservations have been made electronically, by telephone or by other paperless means, proof of payment of the costs incurred must be produced, through presentation of the invoice or of the credit card statement.

5. The costs of taxi rides will not be reimbursed.

6. The costs of use of local means of transport at the place of origin and at the place of the meeting/event will not be reimbursed. They must be defrayed out of the daily subsistence allowance.

#### **Article 4**

Should persons travelling on official business suffer personal injury (psychological or physical) or damage to property while travelling to or staying at the place to which they have been convened, no claims may be made against the European Schools and their organs, unless such injury or damage was caused by them.

Persons travelling on official business who use their own cars to travel shall remain fully liable for any accidents.

#### **Article 5**

Persons travelling on official business shall be entitled to reimbursement of subsistence expenses, in so far as there is provision for payment of such an allowance in the letter of invitation and as a comparable reimbursement is not granted to them by any other organisation or person.

The flat-rate reimbursement shall cover all travel and subsistence expenses at the place to which such persons have been convened, including the costs of accommodation, meals and transportation.

The amount of the daily allowance payable shall be EUR 149.65 per meeting day and shall be granted as follows:

In the event of absence from the place of origin

for 6 hours or less: no reimbursement,

for 6-12 hours: half the daily allowance,

for 12-24 hours: the daily allowance,

for 24-36 hours: 1.5 times the daily allowance,

for 36-48 hours: twice the daily allowance,

for 48-60 hours: 2.5 times the daily allowance, and so on.

Should the distance between the place of origin mentioned in the notice of the meeting/event and the place of the meeting/event be more than 50 km but less than 100 km, travel and subsistence expenses shall only be reimbursed if the person travelling on official business was unable to return home and can prove that overnight accommodation expenditure was incurred.

In all other cases a flat-rate expenses allowance of EUR 25.00 per meeting day shall be granted.

## **Article 6**

Subsistence expenses shall likewise be refunded in the following cases:

- (a) if the person referred to in Article 1 cannot leave the place of the meeting/event because of unusual circumstances;
- (b) if he/she cannot return to his/her place of origin because of the short time period between two meetings;
- (c) if a special fare were used for the journey because of which a specific number of days has to be spent at the place of the meeting/event.

In cases (b) and (c), the total amount of this reimbursement may not exceed the amount of the rail fare referred to in Article 3. In case (c), the total amount shall mean the sum of the special fare and additional daily allowances.

## **Article 7**

Proof of payment shall be attached to the application for reimbursement, which must be signed by the person travelling on official business, certifying that he/she is neither entitled to nor will receive a comparable reimbursement for the same journey or the same stay from any other organisation or person.

In addition, the person travelling on official business confirms with his/her signature that all the personal data given in the application for reimbursement, particularly the data concerning his/her bank account, are correct.

The application should, moreover, be signed by the secretary of the meeting, who thereby confirms the number of days' stay and the expenses of the person travelling on official business.

## **Article 8**

The office responsible for processing applications for reimbursement may always check the information given in applications for reimbursement with the co-signatories. Unauthorised amounts paid will be reclaimed.

## **Article 9**

Travel expenses will be reimbursed in EURO. Should expenses have been claimed in another currency, the conversion into EURO will be made at the exchange rate obtaining for budget transactions on the first day of the meeting. The refund will be a cashless transaction, involving a bank transfer.

## **Article 10**

These Regulations shall replace the Regulations relating to reimbursement of travel and subsistence expenses for members of the Board of Governors, members of the Administrative and Financial Committee and experts called to the European Schools of 28 and 29 January 1992.

The above Regulations shall enter into force on 1 January 2007.

### EXPLANATORY ANNEX REGARDING THE APPLICATION OF ARTICLE 2 OF THESE REGULATIONS TO INSPECTORS.

This annex seeks to outline how article 2 of these regulations should be applied in the case of the reimbursement of travel and subsistence expenses to inspectors. Specific measures and explanation arising from this article is necessary in the case of inspectors for the following reasons.

- i. Inspectors' visits to schools are planned typically in consultation with school managements on the basis of teacher's timetables and not in consultation with the Office of the Secretary General. Nevertheless the payment of the expenses rests ultimately with the Central Office.
- ii. The number of visits of inspectors can be very great and may sometimes have to be organised at short notice.
- iii. As guarantors of the pedagogical quality of the service rendered by the European Schools the inspectors must, in the last analysis, be free to decide when and how often inspection visits to schools are required.

#### **Rules of Application:**

Inspectors' visits to the Office of the Secretary General for meetings of committees or working parties, in accordance with mandates given to these bodies by the Board of Governors or by one of the preparatory committees will, as envisaged in Article 2 of the Regulations, be on the basis of a written invitation or of a written travel order issued by the Secretary General or by a person authorised by him/her.

Inspection visits to the schools may be decided upon by the inspectors themselves. Such visits should normally be notified to the Central Office at least two weeks in advance. No individual written invitation will be required for these visits by the Secretary General. For inspection visits to schools, therefore, this annex may be considered as constituting the written invitation referred to in Article 2. If, for a reason which (s)he considers valid, an inspector cannot give two weeks notice of an inspection visit to a school, (s)he should notify the Office as soon as possible. Inspectors are asked, as far as is compatible with the purpose of their visit, to use the cheapest available tickets for air travel subject to Article 3 of this document.

Other than the visits mentioned above, that is those arising from inspections or formal mandates, no payment of expenses will normally be permitted.

It should be said, however, that the term inspection need not be interpreted as referring solely to class visits to teachers but may cover such events as meetings with parents or meetings with teachers/school managements to discuss relevant issues.