

Annex I.3 - Reimbursable Expenses

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REIMBURSEMENT OF TRAVEL, SUBSISTENCE AND ACCOMMODATION EXPENSES

The below provisions may be affected by changes in the working procedures of the European Parliament as regards measures related to electronic administration, hence they may be subject to change anytime during contract implementation. Modifications shall be performed through contract amendment following written notification by the European Parliament.

Travel, accommodation and subsistence expenses between and within the normal locations of delivery (Brussels, Luxembourg, Strasbourg), are included in the hourly rates (of the offer) hence will be born by the contractor and will not be reimbursed.

Only travel, accommodation and subsistence expenses conducted following a request in writing from the European Parliament for locations **other** than the normal locations of delivery (Brussels, Luxembourg, Strasbourg) will be reimbursed.

When a mission/travel to a location other than the normal locations of delivery is requested, **the duration of the mission** will be calculated as follows:

- The length of the mission shall be the time from the departure of whatever means of transport is used to its return to the normal place of work. Journeys shall be arranged so as to minimize the length of missions, depending on the means of transport used and working hours and in the light of optimum cost effectiveness.
- The outward journey must be made using the last possible means of transport available prior to the commencement of work. The return journey must be made using the first possible means of transport available after the completion of work.
- The length of the mission shall be automatically extended by:
 - 30 minutes before departure time and after arrival time for journeys by train;
 - two hours before take-off time and after landing time for journeys by air.

No additional time shall be added to the mission's length if a private car is used.

Travel expenses shall only be reimbursed under the following conditions:

- Only journeys exceeding 200 km (single trip) will be reimbursed, where appropriate and on the basis of the shortest itinerary and on production of original supporting documents, including receipts and used tickets.

- Data Centers located in the proximity of the cities of Brussels and Luxembourg are to be considered as part of the European Parliament premises to which they are linked.
- Expenses incurred outside the European Union will be subject to authorisation by the European Parliament prior to reservation or to the assumption of any disbursement obligation by the contractor.

The reimbursement of travel expenses will be handled as follows:

- a) if the journey exceeds 400 km (single trip) or the destination is separated by sea, travel by air shall be reimbursed up to a maximum cost of economy class ticket at the time of the reservation;
- b) travel by boat or rail shall be reimbursed up to a maximum cost of a first class ticket;
- c) travel by car shall be reimbursed at the rate of one first class train ticket for the same journey on the same day.

Accommodation and subsistence expenses shall be reimbursed up to the limits set up in the tables hereto.

Payments related to reimbursable expenses will be subject to the submission of all original receipts and invoices related to the expenses incurred.

Receipts and invoices shall imperatively be sent to the European Parliament no later than 2 calendar months after the end date of the corresponding expense. Receipts and invoices sent after this compulsory deadline may be subject to penalties or rejected as expired thus non-due following the provisions of the Service Level Agreement.

Allowances for countries in the European Union

Place of mission	Daily subsistence allowance	Accommodation expenses ceiling	Flat rate	Breakfast	Meals
Brussels	0	0	0	0	0
Luxembourg	0	0	0	0	0
Strasbourg	0	0	0	0	0
Austria	102	132		10,20	30,60
Belgium	102	148		10,20	30,60
Bulgaria	57	135		5,70	17,10
Croatia	75	110		7,50	22,50
Cyprus	88	140		8,80	26,40
Czech Republic	70	124		7,00	21,00
Denmark	124	173		12,40	37,20
Estonia	80	105		8,00	24,00
Finland	113	142		11,30	33,90
France	102	180		10,20	30,60
Germany	97	128		9,70	29,10
Greece	82	112		8,20	24,60
Hungary	84	120		8,40	19,20
Ireland	108	158		10,80	32,40
Italy	98	148		9,80	29,40
Latvia	73	116		7,30	21,90
Lithuania	69	117		6,90	20,70
Luxembourg	98	148		9,80	29,40
Malta	88	138		8,80	26,40
Netherlands	103	166		10,30	30,90
Poland	67	116		6,70	20,10
Portugal	83	101		8,30	24,90
Romania	62	138		6,20	18,60
Slovakia	74	100		7,40	22,20
Slovenia	84	117		8,40	25,20
Spain	88	128		8,80	26,40
Sweden	117	187		11,70	35,10
United Kingdom	125	209		12,50	37,50
Guadeloupe	65	115		6,50	19,50
French Guiana	55	140		5,50	16,50
Martinique	70	110		7,00	21,00
Mayotte	50	110		5,00	15,00
Réunion	60	90		6,00	18,00

