

EMSA Rules on Contribution to Expenses of Candidates in Recruitment Procedures

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1. CONTRIBUTION TO EXPENSES OF CANDIDATES IN RECRUITMENT PROCEDURES¹

1.1 Definitions

EMSA events, for the purpose of these Rules only: written and oral tests, interviews, assessment centre exams and medical exams in relation to recruitment procedures organised by EMSA.

Candidates: persons participating in EMSA events as defined in these Rules.

Place of departure: the location from where the candidate is travelling to the EMSA event. Exceptionally, and only following prior approval by EMSA, a place of departure from outside the European territory of a European Union (EU) Member State may be accepted.

Overnight stay: when the candidate needs to spend the night at the place where the event is held.

1.2 Contribution to travel expenses

Candidates are entitled to a contribution to their travel expenses from the place of departure to the place where the EMSA event is held, by the most appropriate means of transport given the distance involved.

Where the place of departure is outside the European territory of the EU Member States, EMSA shall only contribute to travel expenses following a prior authorisation of the itinerary by EMSA and in principle only from the closest economically reasonable traffic connection point in the European territory of the Member States.

The contribution to travel expenses includes:

- a) The cost of travel by air, at the most economical available rates, up to a maximum amount of EUR 1,000.00 (excluding extra costs and travel agency fees, as described below);
- b) The cost of travel by train/bus, in second class, at the lowest available rates;
- c) Extra costs (e.g. credit card fees, SMS confirmation, seat reservations, transport of necessary luggage, supplements for highspeed trains) up to a maximum amount of EUR 30.00;
- d) The handling fee of a travel agency, up to a maximum amount of EUR 30.00 (one handling fee per traveller);
- e) Travel expenses by private car where this is the selected option, at the rate of EUR 0.28 per km (calculated on the basis of an online map calculation, namely Google Maps, option "by car").

Exceptionally, and subject to a prior agreement by EMSA to be requested sufficiently in advance by the candidate, the contribution to travel expenses by air may include:

- a) A price of travel by air exceeding EUR 1,000.00. When no prior agreement has been obtained by the candidate, EMSA shall limit the payment of air travel ticket (excluding any extra costs or travel agency fees) to EUR 1,000.00;
- b) The cost of travel by air in business class or equivalent, at the lowest available rates, only if the economic class is not available or is more expensive.

¹ Candidates shall be informed in advance about the ceilings for contribution and about the applicable rules. The Rules on Contribution shall be sent to candidates together with the invitation letter. They are also available under <http://emsa.europa.eu/work/jobs/vacancies.html>.

EMSA's contribution to travel expenses does not cover travel to/from an airport or between terminals of airports, taxi, airport/hotel shuttle fares, or motorway toll charges and only the actual cost of the ticket(s) paid by the candidate shall be taken into account.

The candidate must provide supporting documents (e.g. electronic ticket, airline/train/bus receipts or invoices) specifying the actual price of the ticket. Travel agency handling fees or extra costs shall be identified separately.

1.3 Accommodation and Daily Subsistence Contribution

Candidates receive a contribution to their accommodation and daily subsistence expenses per necessary overnight stay of EUR 100.00 for Portugal and EUR 150.00 outside of Portugal. The candidate must provide evidence of the costs incurred upon EMSA's request. Should the candidates stay in private accommodation they must inform EMSA and they will only be entitled to a reduced accommodation and daily subsistence contribution (EUR 30.00 for events held in Portugal and EUR 45.00 for events held outside of Portugal).

The above-mentioned amounts shall cover all expenses, including the cost of accommodation, meals and local transport (including travel to/from an airport or between terminals of airports, taxi and airport/hotel shuttle fares).

Should different contribution ceilings be established, this shall be communicated by EMSA to the candidate in the invitation letter.

Exceptionally, a second accommodation and daily subsistence contribution may be paid if:

- Candidates provide evidence that the reduction in the flight ticket is more than the extra contribution for the second contribution to be paid. Any flight comparisons must be taken the same day when the actual flight is booked by the candidate; or
- Candidates provide evidence that due to flight schedules they cannot arrive/leave the place of EMSA event the same day the EMSA event starts/ends.

In both cases, the candidate shall provide the evidence together with the other documents referred to under Point 3.1. Lacking evidence, contribution will be limited to contribution for one overnight stay.

Accommodation shall be arranged and paid for directly by the candidate.

1.4 Events organised remotely

In order to avoid excessively high travel costs, when technically and logistically possible, EMSA may propose to organise the written test and interview for a candidate remotely, i.e. by video conferencing under the supervision of another EU body. This would be the preferred approach for candidates who are at that moment employed at another EU institution or body outside of the EU.

2. CONTRIBUTION DECISION

Candidates may receive a contribution to expenses for their participation in the EMSA event following an invitation by EMSA through the e-recruitment tool or in the form of a letter or invitation sent by e-mail stating that the expenses will be contributed to, provided that the necessary supporting documents are submitted and the corresponding procedure is respected.

In the case of cancellation of an event by EMSA, contribution will be provided to candidates who have already incurred expenses for their travel and accommodation costs with the necessary prior approval where appropriate.

Should the distance between the place of departure of the candidate and the place of the EMSA event not exceed 50 km (on the basis of an online map calculation, namely Google maps), the candidate will be considered as taking part in an activity at their place of residence and therefore they will be not entitled to any contribution to their expenses.

3. CONTRIBUTION PROCEDURE

3.1 Documents

A candidate interested in receiving a contribution to their travel, accommodation and/or daily subsistence expenses shall submit a duly completed and signed Declaration of Expenses Form (see Annex - [Declaration of Expenses form 'Candidates in Recruitment Procedures'](#)).

The Declaration of Expenses Form shall be accompanied by the supporting documents listed in the form, i.e. documents proving the price of the travel for the flight (e.g. e-ticket, copy of the travel agency invoice) or of any other mode of public transport such as train or bus (e.g. copy of the ticket). The amount of the travel agency fee and of extra costs shall be shown separately. It must also be accompanied by the documents mentioned under Point 1.3 if requested by EMSA.

Candidates requesting contribution to expenses for the first time are required to also complete the following documents (please click to follow the link):

1. [Legal Entity Form \(LEF\)](#) and a
2. [Bank Account Form \(BAF\)](#).

Any change to the information provided in these documents shall be communicated through resubmission of the forms. EMSA may reject any contribution request not accompanied by a completed Legal Entity Form and Financial Identification Form unless the data is already available and active in the relevant financial systems of EMSA.

EMSA may also request, if considered necessary, the originals of any supporting documents.

3.2 Deadline for Contribution Requests

A candidate interested in receiving a contribution to their travel, accommodation and/or daily subsistence expenses shall submit a contribution request duly completed and including all requested supporting documents within 30 days after the end of the relevant EMSA event. Requests for contribution or supporting documents received after this deadline may be rejected and EMSA may decide not to contribute to the related expenditure.

Information on available remedies may be found at the following address: <http://www.emsa.europa.eu/fc-default-view/156-uncategorised/1512-remedies.html>

3.3 Payments

The contribution to expenses shall be executed by bank transfer in Euro to a single bank account within 30 days from receipt of the duly completed Declaration of Expenses Form and all the supporting documents.

EMSA will make any conversion between the Euro and another currency at the daily Euro exchange rate published in the Official Journal of the European Union or, failing that, at the monthly accounting exchange rate, as established by the European Commission and published on the website indicated below, applicable on the day of the invoice or receipt date.

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

Candidates shall repay any sums paid in error.

4. LIABILITY

No moral, material or bodily harm incurred by the person in the course of the journey or stay in the place where the EMSA event took place may be subject to a claim against EMSA unless it can be imputed to EMSA.

In case of travel by private motor vehicle the owner, holder and driver of the vehicle shall be fully liable for any damage incurred in relation to the operation of the vehicle according to general legislation in place. No moral, material or bodily harm incurred in relation to the use of a private motor vehicle may be subject to a claim against EMSA.

5. APPLICABLE RULES

The rules applicable for the contribution to expenses of candidates will be those in force at the date of the invitation letter.

Annex - Declaration of Expenses form 'Candidates in Recruitment Procedures'

Surname Forename
 E-mail Country

Financial information*
Account holder <input style="width: 100%; height: 20px;" type="text"/>
IBAN <input style="width: 100%; height: 20px;" type="text"/>
<i>*To be accompanied by the Legal Entity Form and Bank Account Form</i>

Vacancy Reference:		
Reason for travelling: <input type="checkbox"/> Interview <input type="checkbox"/> Assessment Centre Exam <input type="checkbox"/> Pre-recruitment Medical Check		
Place of departure:	Dates:	
Number of days:	Number of nights:	Number of nights in Private Accommodation:
Means of transport: <input type="checkbox"/> by air <input type="checkbox"/> by rail <input type="checkbox"/> by bus <input type="checkbox"/> by private car <input type="checkbox"/> other (please specify)		

TOTAL COST² : (+ currency) _____

I, the undersigned, declare that the copies which I present as evidence of the costs to be contributed to conform to the originals in my possession. All of the above statements are true and accurate. No reimbursement of the above stated costs will be claimed from another source.

.....
 Date and signature

² Cost to be evidenced by copies of invoices/receipts for travel. The amount of the travel agency fee and any extra costs (e.g., SMS confirmation, seat reservations, transport of necessary luggage, and supplements for high-speed trains) shall be shown separately. Please refer to Point 3.1 of the Rules.