

EMSA Rules on Reimbursement of Expenses to Experts participating in EMPOLLEX Programme

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1. EMPOLLEX EXPERTS

1.1 Definitions

Experts undertaking to participate in an exchange event within the framework of EMPOLLEX (EMSA's Marine Pollution Expert Exchange Programme) are national experts from participating States (EU Member States, Norway, Iceland, coastal EU Candidate Countries) travelling to other EMPOLLEX participating states, in order to gain or share professional experience in the field of marine pollution preparedness and response in accordance with the EMPOLLEX Programme Rules, Procedures and Guidelines.

Within the EMPOLLEX Programme EMSA shall reimburse **75%** of the expenses which EMPOLLEX experts have incurred during their exchange visit(s) held at or outside of EMSA premises. The remaining 25% of the expenses incurred by the experts, during the events held at or outside EMSA premises, shall be covered or reimbursed by the EMPOLLEX expert's institution or administration.

Force majeure shall mean any unforeseeable and exceptional situation or event beyond the control of EMSA or the Expert not attributable to error or negligence on their parts which prevents one of them from attending or holding the EMSA event that could not have been avoided by the exercise of due diligence. Labour disputes, strikes and financial problems cannot be invoked as force majeure unless they are the direct consequence of an established case of force majeure.

Overnight stay is every occasion when the experts need to spend the night at the place where the EMPOLLEX exchange (meeting or other event) is held.

1.2 Travel Reimbursement

a) When the distance by rail between the place of departure specified in the EMPOLLEX application and the place where the EMPOLLEX exchange (meeting or other event) is held is equal or below 400 km (one way), travel expenses shall be reimbursed on the following basis:

- The shortest and most economical normal route by rail (first class);
- If the journey includes at least six hours of night travel between 22:00 and 7:00, the cost of accommodation in a double sleeper;
- Seat reservations and transport of necessary luggage, and supplements for high-speed trains;
- Travel by car will be reimbursed only if it has been pre-authorized by EMSA. In the latter case, travel expenses shall be reimbursed on the basis of the first class rail fare, excluding any supplements, or at the rate of EUR 0.22 per km, whatever is the lower. No motorway toll charges will be reimbursed.

In any case, the expert is requested to provide supporting documents as to the actual price of the ticket for the journey in question at the event the expert is participating in.

b) When the distance by rail between the place of departure specified in the EMPOLLEX application and the place where the EMPOLLEX exchange (meeting or other event) is held is above 400 km (one way), travel expenses shall be reimbursed on the following basis:

- The cost of travel by air in economy class or, if that is not available and following a prior written agreement by EMSA, business class.
- Air travel may be booked in business-class or equivalent, at the lowest available rates, if the travel includes at least one segment involving at least four hours continuous flying time.

- A prior agreement by EMSA shall always be obtained by the expert when the price of air travel may exceed EUR 1,000.00. When no prior agreement has been obtained by the expert, EMSA shall limit the payment of air travel ticket (excluding any agency fees) to EUR 1,000.00.

Travel to and from an airport or between terminals of airports shall be reimbursed only when public transport such as an airport bus or train is used. Taxi or airport/hotel shuttle fares are not reimbursed.

c) Expenses arising from journeys by sea are reimbursed upon presentation of supporting documents. The cost of transporting a car by sea is not reimbursed.

d) In cases where air travel is unavailable EMSA may, if requested by the expert concerned, authorise in advance that a car is used as a mode of transport. In such cases the basis for the reimbursement will be EUR 0.22 per km. No motorway toll charges will be reimbursed.

For the purposes of travel expenses reimbursement, the actual cost of the ticket/s paid by the expert shall be taken into account. The calculation of reimbursable costs shall be based on the provisions of paragraphs a) to d) above, depending on the distance and the mode of transportation used.

When a ticket is booked via a travel agency the handling fee will be reimbursed up to a maximum amount of EUR 30.00, notwithstanding any additional credit card fees. For the purposes of evidencing the exact price of the ticket and the amount of the handling fee, evidentiary documentation (electronic ticket, airline/train/bus receipts etc.) need to be provided together with the final invoice for the travel. Only one handling fee per traveller shall be reimbursed by EMSA.

If the actual travel costs for an already confirmed EMPOLLEX exchange exceed by more than 20% the estimated costs submitted by the expert in the EMPOLLEX Provisional Financial Sheet, authorisation by EMSA should be requested in writing prior to the exchange taking place.

The maximum ceiling for the amounts to be reimbursed shall be limited to the costs for the route between the place of departure and place of EMPOLLEX exchange. If an expert wishes to travel from and/or to a location different than the place of departure they should request a prior agreement by EMSA when submitting their EMPOLLEX Application Form in order for the travel costs borne by the expert to be considered for reimbursement by the Agency. The maximum travel reimbursement amount will be based to the costs of normal route between place of departure and place of EMPOLLEX exchange.

The same principle should apply for additional segments of the travel when an expert chooses to combine the trip subject to reimbursement by EMSA, with another trip. The Agency shall reimburse only the trip commenced for the purposes of the EMPOLLEX exchange.

1.3 Accommodation and Daily Subsistence Reimbursement

For events under the EMPOLLEX Programme, experts shall receive reimbursement for their accommodation and subsistence expenses, through an accommodation payment per necessary overnight stay and through a daily allowance per day of EMPOLLEX exchange meeting or other event (travelling days are excluded). The daily allowance is a fixed amount per day, as per the ceilings indicated in the list attached as an **Annex A** to these Rules, while the accommodation expenses actually incurred will be reimbursed up to the ceilings indicated in the list attached as an **Annex A** to these Rules.

When the distance between the place of departure (meaning the address to which the EMPOLLEX Exchange Confirmation Letter from EMSA has been sent) of the expert and the place of exchange (meeting or other event) does not exceed 50 km (calculated on the basis of a map tool on Internet), the expert will be considered as taking part in an activity in their place of employment and therefore they will be not entitled to any reimbursement.

In cases when different reimbursement ceilings have been established, this shall be communicated to the expert in the EMPOLLEX Exchange Confirmation Letter for the respective event.

For every EMPOLLEX exchange (meeting or other event) which take half a day (4 hours or less) the accommodation expenses shall be reimbursed per necessary overnight stay and 2/3 of the daily subsistence allowance paid by EMSA shall be reimbursed.

The listed maximum amounts in **Annex A** to these Rules shall cover all the expenses at the place where the exchange (meeting or other event) under the EMPOLLEX Programme takes place, including the costs of meals and local transport (incl. taxi). Hotel accommodation shall be arranged and paid directly by the expert.

1.4 Information

Experts participating in the EMPOLLEX Programme shall be informed in advance about the ceilings for reimbursement and about the applicable reimbursement rules. These Rules shall be sent to the Experts participating in the EMPOLLEX Programme together with the EMPOLLEX Exchange Confirmation Letter.

2. REIMBURSEMENT DECISION

EMPOLLEX Experts shall receive reimbursement for travel expenses for their participation in an exchange under the EMPOLLEX Programme in accordance with these Rules. The expenses will be reimbursed provided that the experts have completed the EMPOLLEX exchange following an EMPOLLEX Exchange Confirmation Letter by EMSA.

In cases of a cancellation of an event by EMSA due to circumstances of *force majeure* Experts who have commenced their journey shall be reimbursed by the Agency for the expenses incurred

3. REIMBURSEMENT PROCEDURE

3.1 Documents

EMPOLLEX Experts shall be reimbursed after the EMPOLLEX exchange is completed following a submission of a duly completed and signed Expenses Reimbursement form 'EMPOLLEX EXPERTS' which is annexed to these Rules (**Annex B**) and submission of the EMPOLLEX Exchange Evaluation Sheet, confirming the participation of the Expert in the EMPOLLEX exchange.

The Reimbursement form shall be accompanied by the supporting documents listed in the form which fall within the following categories:

1. Document/s providing the price* of the travel for the flight (e.g. e-ticket, copy of the travel agency invoice);
2. Document/s providing the price* of any other mode of public transport such as train or bus (e.g. copy of the ticket);
3. Document/s providing the price* of the accommodation used (e.g. copy of invoice or receipt).

*The amount of the travel agency fee shall be shown separately.

EMPOLLEX Experts requesting reimbursement of expenses for the first time are required to complete also:

4. Legal entity form (LEF) and
5. Bank identification form (BAF).

Both LEF and BAF forms are available on EMSA website. Any change to the information provided in these documents shall be communicated through resubmission.

In order to complete the reimbursement file, EMSA will request the copies and when considered necessary also the originals of all documents necessary.

Reimbursement of expenses shall be executed by bank transfer in EURO to the account of the Expert's institution unless the expert/s has explicitly requested otherwise (e.g. to be reimbursed in their personal bank account), in which case written confirmation will be requested by EMSA from the Expert's institution. In both cases the bank account should be clearly indicated in the Reimbursement form.

Any conversion between the EURO and another currency will be made at the monthly accounting exchange rate established by the Commission and published on the website indicated below, applicable on the date of the invoice.

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

EMSA may at any time request additional documents and evidence or effect controls as to the correctness of the information provided by experts in relation to the reimbursement of travel expenses. Data provided by experts in relation to the reimbursement of travel expenses may be transferred by EMSA to entities tasked to control the appropriateness and legality of the use of public European funds, including the Court of Auditors and the European Anti-Fraud Office.

Experts (or their Institution thereof) shall repay any sums paid in error.

3.2 Deadline for Reimbursement Requests

EMPOLLEX Experts are obliged to submit reimbursement requests for travel expenses duly completed and signed and including all requested supporting documents within 60 days from the last day of the EMPOLLEX exchange (meeting or other event) the expert was participating in. Requests for reimbursements or supporting documents received after this deadline may be rejected and EMSA may not reimburse the related expenditure.

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 EMPOLLEX exchange (meeting or other 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

Rules in force at the date of submission of the EMPOLLEX Exchange Confirmation Letter shall apply to the reimbursement of expenses incurred by the Expert in relation to that EMPOLLEX exchange.

List of Annexes

Annex A - Allowances
Annex B - Reimbursement form 'EMPOLLEX EXPERTS'

European Maritime Safety Agency

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Annex A – Allowances

Countries	Allowance per day of meeting (€)	Accommodation allowance (€)
Austria	95	130
Belgium	92	140
Bulgaria	58	169
Croatia	60	120
Cyprus	93	145
Czech Republic	75	155
Denmark	120	150
Estonia	71	110
Finland	104	140
France	95	150
Germany	93	115
Greece	82	140
Hungary	72	150
Iceland	85	160
Ireland	104	150
Italy	95	135
Latvia	66	145
Lithuania	68	115
Luxemburg	92	145
Malta	90	115
Netherlands	93	170
Norway	80	140
Poland	72	145
Portugal	84	120
Romania	52	170
Slovakia	80	125
Slovenia	70	110
Spain	87	125
Sweden	97	160
Turkey	55	165
United Kingdom	101	175

Annex B

Expenses Reimbursement Form – EMPOLLEX Experts

Expert to fill in the information below:

Surname: «Last Name» Forename: «First Name»
 Address: _____
 Country: «Country» Tel.: _____ Mobile: _____
 Organisation: «Organization» E-mail: «E-mail»

Bank Identification Form	Legal Entity Form
Provided: <input type="checkbox"/> no, completed form attached ¹ <input type="checkbox"/> yes, already provided previously Please re-confirm: Account holder <input style="width: 100%;" type="text"/> Bank account No. <input style="width: 100%;" type="text"/>	Provided: <input type="checkbox"/> no, completed form attached ¹ <input type="checkbox"/> yes, already provided previously

Travel Itinerary & travel costs (add additional rows if needed):

EMPOLLEX Exchange Place (city & country): _____ Date(s): _____ from/...../..... to/...../.....
 Means of transport: air travel rail private car other (pls.specify)

Place	Date	Time	Class	Fare (+currency) ²
Dep. ³				
Arr.				
Dep. ³				
Arr.				
Dep. ³				
Arr.				
Dep. ³				
Arr.				

Accommodation costs (add additional rows if needed):

Date	City, Country	Hotel name	Fare (+currency) ²
.....
.....
.....

¹ Please complete and sign the Bank Identification Form (http://ec.europa.eu/budget/execution/fliers_en.htm) and Legal Entity form (http://ec.europa.eu/budget/execution/legal_entities_en.htm)

² Cost to be evidenced by appropriate documents (e-ticket for flights, tickets, hotel invoices etc.)

³ Date and time of departure from / arrival at airport, train station and comparable, in case of travel by private vehicle actual departure/expected return time

For EMSA use only

Number of exchange days (excl. travel)	<input type="text"/>	x allowance per day of exchange	EUR
Number of necessary overnight stays	<input type="text"/>	x accomodation allowance	EUR
Total cost of subsistence allowance			EUR
Total transport cost			EUR
TOTAL			EUR
75% (only for EMSA/EMPOLLEX)			EUR
<small>Any conversion between the euro and another currency will be made at the monthly accounting exchange rate, established by the Commission and published on the website indicated here, applicable on the date of the invoice. http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm</small>			

I, the undersigned, declare that the copies which I present as evidence of the reimbursable costs conform to the originals in my possession. Should those originals be requested by EMSA I will make them available to EMSA as soon as possible. No reimbursement of the above stated costs reimbursable by EMSA will be claimed from another source. All the statements in this Form are true and accurate.

.....

Date and signature

** This form must be completed, dated, signed and sent via post to EMSA within 60 days from the end of the EMPOLLEX Exchange.*