![EMSA - European Maritime Safety Agency]

Appendix 1 to Tender Specifications EMSA/OP/19/2016

DATA FOR STATISTICS

The following statistics shall be provided twice per year (by 15 January for the second semester of the previous year and by 15 July for the first semester of the current year) in an "excel" file.

FLIGHT TICKETS

1. Name of the person going on the business trip
2. Date of issue
3. Class used (economy, business, etc.)
4. Departure
5. Number of segments (mention the route)
6. Final destination
7. Airlines used
8. Price of the ticket including taxes
9. Travel agency fees
10. Total price (8. + 9.)
11. Date of the invoice
12. Number of the invoice

HOTEL BOOKING

1. Name of the person on the business trip
2. Date of issue of the voucher
3. Category of the hotel
4. Location of the hotel (city, country)
5. Date of the check-in
6. Date of the check-out
7. Total number of nights
8. Price per night
9. Travel agency fees
10. Total price [(8.*7.)+9.]
11. Date of the invoice
12. Number of the invoice

OTHER SERVICES

1. Name of the person on the business trip
2. Type of service covered by the contract
3. Date of issue of the ticket and/or the voucher
4. Starting date of the service
5. Ending date of the service
6. Number of Units
7. Price per Unit
8. Travel agency fees
9. Total price [(6.*7.)+8.]
10. Date of the invoice
11. Number of the invoice

Furthermore, the contractor shall be able to provide additional statistics in response to specific requests from EMSA.