

ANNEX V to DRAFT FRAMEWORK SERVICE CONTRACT**EXPENSES REIMBURSEMENT FOR CONTRACTOR**

Enclosed to Procurement Procedure No EMSA/CPNEG/2/2018 - Service Contract for Equipment Assistance Service (EAS) – Northern Baltic Sea

Competitive procedure with negotiation

Phase II – Invitation to Tender

I.

DAILY ALLOWANCES AND ACCOMODATION CELINGS

COUNTRY	DAILY ALLOWANCE IN €	MAXIMUM HOTEL PRICE IN €
ALBANIA	50	160
ALGERIA	85	85
AUSTRIA	102	132
BELGIUM	102	148
BOSNIA AND HERZEGOVINA	65	135
BULGARIA	57	135
CROATIA	75	110
CYPRUS	88	140
CZECH REPUBLIC	70	124
DENMARK	124	173
EGYPT	65	140
ESTONIA	80	105
FINLAND	113	142
FRANCE	102	180
GEORGIA	80	215
GERMANY	97	128
GREECE	82	112
HUNGARY	64	120
ICELAND	85	160
IRELAND	108	159
ISRAEL	105	210
ITALY	98	148
LATVIA	73	116
LEBANON	70	190

COUNTRY	DAILY ALLOWANCE IN €	MAXIMUM HOTEL PRICE IN €
LIBYA, JAMAHIRIYA AR.	50	175
LITHUANIA	69	117
LUXEMBURG	98	148
MALTA	88	138
MONACO	72,58	97,27
MONTENEGRO	80	140
MOROCCO	75	130
NETHERLANDS	103	166
NORWAY	80	140
POLAND	67	116
PORTUGAL	83	101
RUSSIA	90	275
ROMANIA	62	136
SLOVAK REPUBLIC	74	100
SLOVENIA	84	117
SPAIN	88	128
SWEDEN	117	187
SYRIA	80	145
TUNISIA	60	85
TURKEY	55	165
UKRAINE	80	190
UNITED KINGDOM	125	209

II

EXPENSES REIMBURSEMENT FORM

CONTRACTOR

Contract number:.....

Official name in full:

Official address: StreetNo

Postcode: Town: Country

Contact person:

Tel:.....

E-mail:

Bank Account (shall correspond to the contract Article I.6)
Account holder <input type="text"/>
Bank account No. <input type="text"/>

	Total amount
Travel expenses	
Accommodation costs	
Daily Allowance	
TOTAL COSTS	

Detailed Information Sheet is attached

I, the undersigned, declare that this statement is true and accurate and that no reimbursement will be claimed from another source.

Date and signature:

Rules concerning expense reimbursement are enclosed below

Please attach the originals of the tickets and hotel invoices, where applicable.

RULES OF REIMBURSEMENT FOR CONTRACTORS

- (1) Where provided by the special conditions or by Annex I, EMSA shall reimburse travel and subsistence expenses which are directly connected to the execution of the tasks on production of original supporting documents, including receipts and tickets.
- (2) Travel expenses are reimbursed on the following basis:
 - the shortest and most economical normal route by rail (first class) between the seat of the contractor and the place where the task is to be executed
 - 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.
 - expenses arising for journeys by sea are reimbursed on presentation of the supporting documents. The cost of transporting a car by sea is not reimbursed.
 - where the person concerned travels by car, travel expenses are reimbursed on the basis of the first class rail fare, excluding any supplements. The person is requested to provide supporting documents as to the actual price of a first class rail ticket for the journey in question at the occasion the person is participating in.
 - where the distance by rail exceeds 400 km, or where the route includes a sea crossing, the cost of travel by air will be reimbursed on the basis of the fare in economy class or, if that is not available, business class.
 - Taxi fares are not reimbursed
- (3) Subsistence expenses are reimbursed on the following basis:
 - For journeys of less than 200 km (return trip) no subsistence expenses shall be payable;
 - Reimbursement of accommodation is based on actual costs of accommodation on production of an original invoice up to the ceiling as indicated under I – daily allowance and accommodation ceilings per necessary over night stay during which the tasks are executed. Accommodation shall be arranged and paid directly by the contractor.
 - Flat rate daily allowance as specified under I – daily allowance and accommodation ceilings shall be reimbursed for day or days during which the tasks are executed. This amount covers all expenses at the place where the tasks related to the contract are executed, including the cost of meals and local transport (incl taxi).
 - Daily allowance for up to two days may be paid for extra over night stay necessary to qualify for a reduced transport fair through e.g. through a stay over a night from Saturday to Sunday, provided the reduction amounts at least to the extra allowance paid.

Reimbursement procedure

- (1) Travel expenses are reimbursed following the submission of the “Expense reimbursement form” duly completed and signed. The Expense reimbursement form shall be accompanied by fully completed Detailed Information Sheet and the supporting documents. In order to be able completing the reimbursement EMSA will request the original or certified copy of all documents necessary to complete the reimbursement request.
- (2) Reimbursement of expenses shall be effected by bank transfer in Euro.
- (3) EMSA may at any time request additional documents and evidence or effect controls as to the correctness of the information provided by the contractor in relation to the reimbursement of travel expenses. Data provided by the contractor 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.
- (4) The contractor shall repay any sums paid in error.

Detailed Information Sheet

Please fill in one for each trip and traveler, where applicable.

Contract N°				
Name of the traveler(s) :				
Destination:				
Reason:				
Departure*	Date :		Distance Km: (return trip)	
Return*	Date :		Number work days:	
<i>*: from/to the principal place of performance of the contract</i>				

Transport costs					
<i>Please include the original transport tickets (airplane tickets & boarding cards, train tickets, ...), invoices paid to the travel agencies or airline companies, etc.</i>					
N°	Date	Currency	Amount	Exchange-rate	Amount in €
1					
2					

3					
4					
5					
Total transport costs :			a		

Subsistence allowances <i>(please include original hotel bills)</i>			
	Number of work days:	Rate per country	Total
Daily Allowance per day <i>(see ceilings under I – daily allowance and accommodation ceilings above)</i>		€/per day	
	Number of overnight stay:		
Accommodation cost <i>(see ceilings under I – daily allowance and accommodation ceilings above)</i>		€/per accommodation ceiling	
Total subsistence allowances due :	b		

TOTAL TRAVEL COST: a+ b = c	c-
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