

Rules for Reimbursement of Participants in Events organised under ENP Projects Financed by the European Commission

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1. Definitions

Participants are persons invited by EMSA to participate in events organised in the framework of the European Neighbourhood Policy (ENP) countries projects. Participants shall be designated (in view of their particular function or expertise) by the relevant governmental administrations of the ENP beneficiary countries.

Speakers are participants¹ who are invited by EMSA to deliver lectures and/or otherwise share their expertise with other participants at the events organised in the framework of the ENP countries projects. Speakers shall be selected in view of their particular function or expertise and regardless of their country of origin.

Force majeure shall mean any unforeseeable, exceptional situation or event beyond the control of EMSA or the participant not attributable to error or negligence on their part or on the part of the nominating authorities that prevents them from attending or holding an EMSA event or fulfilling any related obligation which could not have been avoided by the exercise of due diligence

EMSA events are trainings, meetings, workshops, seminars and other events organised by EMSA.

Place of departure is the address to which the invitation from EMSA has been sent. If the invitation was sent by electronic means, the place of employment of the participant is considered as the place of departure. In any case the departure airport or place of residence shall be communicated by the focal point and included in the reply to the request for nominations.

Overnight stay is every occasion when the participants need to spend the night at the place where the meeting is held. The night spent travelling shall not be considered an overnight stay unless it involves a time-lapse of at least 6 hours between flights during the night.

2. Costs related to the participation in events

Participants in events are entitled to:

1. Per-diems per each overnight stay (covering all local expenses like accommodation, meals and local transport);
2. Return by plane/train/bus/car from the place of departure to the place of the EMSA event;
3. Reimbursement of the visa costs and related medical insurance;
4. Reimbursement of costs incurred in the process of obtaining entry and/or transit visa such as travel and accommodation;
5. Transfer from/to the airport on departure/arrival in case the distance from the place of residence or place of employment to the airport exceeds 50 km (one way).

¹ Unless specified otherwise all references to participants shall be applicable to speakers as well.

The above entitlements are applicable provided that the participants have registered to the event or confirmed their attendance in writing following a written invitation by EMSA.

The expenses are reimbursed provided that the participants are not in receipt of a similar reimbursement or allowance from any other organisation or person in connection with the same event. Participants (or their nominating authority) shall repay EMSA any sum paid in error and return any advanced reimbursement of eligible costs which have proven not due².

2.1 EVENTS HELD IN LISBON, PORTUGAL

2.1.1 Participants and Speakers from ENP Beneficiary Countries

The reimbursement of eligible costs shall be made during the first days of the event following the submission of a duly completed and signed Expenses Reimbursement Form (Annex I) and if all supporting documents are in order. The reimbursement is made by cheque payable by a bank indicated by EMSA.

2.1.2 Speakers from outside ENP Beneficiary Countries

The reimbursement of eligible costs shall be made after the event according to Point 3.2.

2.2 EVENTS HELD OUTSIDE LISBON, PORTUGAL

The reimbursement of eligible costs shall be made after (or in limited cases before) the event by bank transfer in Euro to the participant's designated bank account according to Point 3.2.

If the nominating authority³ deems that the attendance of the participant to the event is dependent on an advance payment of the per-diems, a written request in this sense shall be made by the nominating authority at least 10 working days before the event start date. The per-diems will then be paid to the participant's bank account before the start date of the event, provided that the Legal entity form, Bank account form and Declaration on Per-diems (Annex III) have already been sent to EMSA, duly filled in, signed and meeting all the requirements.

2.3 PER-DIEMS

Per-diems are provided to participants in order to cover all the local expenses related to their participation in the events organised in the framework of the ENP Projects.

Per-diems are paid as flat-rate amounts for every overnight stay necessary for the purposes of the event and cover accommodation (if applicable), meals and local transport (bus, tram, metro, taxi, parking, public transport transfer to/from the airport or between airport terminals, etc.).

The applicable per-diem rates are those published at the European Commission, Europe Aid Development and Cooperation Office [website](#) on the first day of the EMSA event.

The latest published rates at the date of the first event day will apply.

² In cases when participant/s have been paid per-diems in advance but did not attend the event for whatever reason, which cannot be considered a *force majeure*.

³ Project's focal point or his/her alternate.

2.4 Accommodation

Accommodation may be booked either by the participant/s themselves or by EMSA. When the accommodation is booked and paid directly by EMSA, the participants will be provided with a hotel voucher corresponding to the necessary overnights related to the event. In such cases the amount corresponding to the price of the accommodation paid by EMSA will be subtracted from the per-diem.

Would participants wish to extend their stay, they shall be responsible for arranging and paying for the additional overnights.

When the accommodation is booked and paid by the participants, they shall receive a full per-diem payment for the necessary overnights related to the event.

2.5 TRAVEL TO THE PLACE OF THE EMSA EVENT

2.5.1 GENERAL PROVISIONS

The travel ticket(s) for the participants are paid by EMSA either through a direct booking/payment or through reimbursement:

- a) When the tickets are booked and paid by EMSA, EMSA will provide the participant with return flight ticket for the journey between the airport indicated in the nomination sent by the relevant authority and the place where the EMSA event is held (“regular route”). The travelling dates will be in accordance with the dates of the event. The flights shall not be changed by the participants without prior approval by EMSA. Any costs due to change of flight(s) without prior approval by EMSA shall be borne by the participant.
- b) If a participant must take a different route and/or different itinerary for personal reasons (“exceptional route”), he/she may do so by booking and paying for the flight or other tickets him/herself, after the approval of EMSA.
- c) When the flight or other tickets have been booked by the participant, they will be reimbursed for the expenses incurred upon presentation of relevant invoices/receipts and shall be limited to the costs for the regular route. The price of the regular route is obtained by EMSA and communicated to the participant at the time of prior approval of the exceptional route by EMSA. Extra costs (e.g. credit card fees, SMS confirmation, seat reservations, transport of necessary luggage, supplements for highspeed trains, travel agency fees) up to a maximum amount of EUR 40.00. The reimbursement will in no case exceed the actual price paid by the participant. The reimbursement of these costs will be done according to Point 3.2.

Regardless of the mode of payment, EMSA shall cover travel costs to reach the airport(s) if the distance covered exceeds 50 km and the costs incurred are not covered by the per-diems (i.e. involve international travel). The reimbursement shall be at the rate of EUR 0.28 per km (calculated on the basis of an online map calculation, namely Google Maps, option “by car”).

2.6 VISA AND MEDICAL INSURANCE

2.6.1 COST OF THE VISA AND MEDICAL INSURANCE

Once their participation is confirmed the participants shall ensure that they are in possession of the necessary entry and/or transit visa to reach the place of the EMSA event. Upon the participant’s request EMSA will contact

the relevant Embassy(ies) in order to facilitate the issuance of the visa. The cost of the visa and the related medical insurance shall be reimbursed only upon sending an electronic copy of the receipt or invoice related to the visa application and the medical insurance.

The visa and the related medical insurance shall cover the necessary travel days and the EMSA event days and shall in any case not exceed a period of six months. In case of coverage for a longer period, the reimbursement shall be calculated on pro-rata basis for a period of one month.

In order to allow sufficient time for EMSA to prepare the reimbursement, the participants are requested to submit in advance an electronic copy of the receipt or invoice related to the visa application and the medical insurance.

2.6.2 TRAVEL AND ACCOMMODATION COSTS TO OBTAIN VISA

Travel costs related to the visa application and/or collecting the visa shall be reimbursed as follows:

- a) When the distance between the place of departure and the place of obtaining visa is less than 50 km (calculated on the basis of an online map calculation, namely Google Maps, option “by car”), the participant will be considered as obtaining visa in their place of employment/residence and therefore they will be not entitled to any reimbursement of their travel expenses, nor to per-diem payment.
- b) For journeys between 50 km and 400 km (calculated on the basis of an online map calculation, namely Google Maps, option “by car”) the travel shall be arranged by the participants themselves using public transport (first-class rail, where available, or bus). The cost of travel by car shall be reimbursed at the rate of EUR 0.28 per km (e.g. when the route is not served by train or bus).
- c) For journeys longer than 400 km, EMSA shall provide the participants with a flight ticket for the journey between the place of departure and the place of the relevant Embassy. Should it not be possible for EMSA to pre-pay the flight ticket, it shall be reimbursed upon presentation of tickets and proof of payment by the participants, invoices (in case of online bookings, the printout of the electronic reservation) and boarding passes. The flight ticket shall be at the most economical available rate.

In order to allow sufficient time for EMSA to prepare the reimbursement, the participants are requested to submit in advance an electronic copy of the receipts or invoices related to the travel expenses.

When an overnight stay is necessary, the participants shall request in advance an approval from EMSA and are entitled to per-diem applicable for the country in question (in line with the applicable per-diem rates published at the European Commission, Europe Aid Development and Cooperation Office website). In those cases, the participants shall arrange the accommodation themselves.

3. Reimbursement procedure

3.1 PROOF OF ATTENDANCE

For each EMSA event, attendance lists (provided by EMSA) duly signed by the participants shall provide evidence of attendance.

3.2 REIMBURSEMENT BY BANK TRANSFER

Participants requesting reimbursement of costs for the first time by way of bank transfer are requested to forward a duly completed legal entity form and bank identification form to EMSA before the start of the event. The forms shall be sent to the participants together with the Invitation Letter and are available at:

[Legal Entity Form \(LEF\)](#)

[Bank Account Form \(BAF\)](#)

3.3 DEADLINE FOR REIMBURSEMENT REQUESTS

participants shall submit an Expenses Reimbursement Form (Annex II), duly completed and including all requested supporting documents, within 30 calendar days after the final day of the EMSA event. Requests for reimbursement or supporting documents received after this deadline may be rejected and EMSA may decide not to reimburse the related expenditure.

3.4 PAYMENTS

Reimbursement of expenses shall be executed by bank transfer in Euro to a single bank account within 30 days from receipt of a reimbursement request and all 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 official webpage applicable on the day of the invoice or receipt date.

3.5 INFORMATION

Participants shall be informed in advance of the applicable Rules, the procedures, applicable per-diem rates and of any forms to be completed.

4. Liability

EMSA shall not be liable for any material, non-material or physical damage suffered by invited participants or those responsible for accompanying disabled participants in the course of their journey to or stay where the EMSA event is held, unless such harm is directly attributable to the EMSA.

In case of travel by private motor vehicle the owner, holder and/or 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 applicable for the reimbursement will be those in force at the date of the invitation letter.

Annexes

ANNEX I EXPENSES REIMBURSEMENT FORM – BY CHEQUE

Expenses Reimbursement Form

Participants in events under ENP projects reimbursed by cheque

Full name
Position
Organisation
Country

Event name: _____			
Dates:	from _____ to _____	Number of nights:	_____
Means of transport:	<input type="checkbox"/> air	<input type="checkbox"/> rail/bus	<input type="checkbox"/> private car <input type="checkbox"/> other (please specify) _____
Travel to the airport:	Number of kilometres: _____		
Journey itinerary and flight schedule: As per Annex I to this Form			
Accommodation:	<input type="checkbox"/> hotel prepaid by EMSA		<input type="checkbox"/> hotel paid by participant
Travel for Visa:	<input type="checkbox"/> air (>400km)	<input type="checkbox"/> rail/bus	<input type="checkbox"/> private car <input type="checkbox"/> other (please specify) _____
Visa:	from _____ to _____	Number of nights	_____

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. All of the above statements are true and accurate, No reimbursement of the above-mentioned costs will be claimed from another source.

.....
Date and signature

Preliminary calculation of Reimbursement (subject to financial verification and approval of the AO):

Entitlement		Currency	Exchange rate*	EUR
Visa (2.6.1 of the Rules)	[amount]	XXX	[rate]	[amount]
Insurance (2.6.1 of the Rules)	[amount]	XXX	[rate]	[amount]
Travel to obtain visa (2.6.2 of the Rules)	[amount]	XXX	[rate]	[amount]
Per-diems [<i>country 1 - place of event</i>] (2.3 of the Rules)	[rate]**	X	Overnights	[amount]
Deduction prepaid accomodation [<i>country 1</i>] (2.4 of the Rules)	[amount]	X	Overnights	[amount]
Per-diems [<i>country 2 - other</i>] (2.3 and 2.6.2 of the Rules)	[rate]**	X	Overnights	[amount]
Deduction prepaid accomodation [<i>country 2</i>] (2.3 of the Rules)	[amount]	X	Overnights	[amount]
			Total	[amount]

* The InforEuro rate corresponding to the month of the invoice, published on the [official webpage](#) of the European Commission.

** The per-diem rates published on the [official webpage](#) of the European Commission, DG International Cooperation and Development.

ANNEX II EXPENSES REIMBURSEMENT FORM – BY BANK TRANSFER

Expenses Reimbursement Form

Participants in events under ENP projects reimbursed by bank transfer

Surname:		Forename:	
Country:		Position:	

Bank Account form provided <input type="checkbox"/> no, completed form attached <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"/>	Legal Entity form provided <input type="checkbox"/> no, completed form attached <input type="checkbox"/> yes, already provided previously LEF ABAC number: BAF ABAC number:
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Event name:			
Dates:	from _____ to _____	Number of nights:	
Means of transport:	<input type="checkbox"/> air travel	<input type="checkbox"/> rail/bus	<input type="checkbox"/> private car <input type="checkbox"/> other (please specify) _____
Travel to the airport	Number of kilometres:		
Journey itinerary and flight schedule: As per Annex I to this Form			
Accommodation:	<input type="checkbox"/> hotel prepaid by EMSA		<input type="checkbox"/> hotel paid by participant
Travel for Visa	<input type="checkbox"/> air (>400km)	<input type="checkbox"/> rail/bus	<input type="checkbox"/> private car <input type="checkbox"/> other (please specify) _____
Visa per-diem:	from _____ to _____	Number of nights:	

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. All of the above statements are true and accurate, No reimbursement of the above-mentioned costs will be claimed from another source.

.....
Date and signature

Preliminary calculation of Reimbursement (subject to financial verification and approval of the AO):

Entitlement		Currency	Exchange rate*	EUR
Visa (2.6.1 of the Rules)	[amount]	XXX	[rate]	[amount]
Insurance (2.6.1 of the Rules)	[amount]	XXX	[rate]	[amount]
Travel to obtain visa (2.6.2 of the Rules)	[amount]	XXX	[rate]	[amount]
Per-diems [country 1 - place of event] (2.3 of the Rules)	[rate]**	X	Overnights	[amount]
Deduction prepaid accomodation [country 1] (2.4 of the Rules)	[amount]	X	Overnights	[amount]
Per-diems [country 2 - other] (2.3 and 2.6.2 of the Rules)	[rate]**	X	Overnights	[amount]
Deduction prepaid accomodation [country 2] (2.3 of the Rules)	[amount]	X	Overnights	[amount]
			Total	[amount]

* The InforEuro rate corresponding to the month of the invoice, published on the [official webpage](#) of the European Commission.

** The per-diem rates published on the [official webpage](#) of the European Commission, DG International Cooperation and Development.

ANNEX III DECLARATION ON PER-DIEMS

I, the undersigned, accept that the amount of EUR *[insert in numbers]* will be transferred to my bank account by the European Maritime Safety Agency (EMSA), as an advance payment on my per-diems and also for expenses related to my participation to the *[insert name of the event]* in *[insert place]*, which will be conducted from *[insert date]* to *[insert date]* in *[insert place]*.

I also undertake that, should my participation in this event finally not take place but the amount was already transferred to my bank account, I will reimburse the total amount advanced to EMSA's bank account (IBAN: PT 50000700000089369204123) within 30 days from the start date of the event. All bank charges shall be borne by the undersigned.

I confirm that I have been informed that failure to reimburse EMSA by this deadline will lead to a recovery or offsetting of this amount from my Sending Authority..

[Location and Date]

[Name]