

## REIMBURSEMENT RULES

**26 May till 31 May 2019**

**EBCGT LBS training I/2019 in Valbandon/Croatia**

Frontex shall reimburse persons participating in the meeting on the basis of the following rules:

1. Reimbursement covers travel expenses, accommodation and daily subsistence allowances (DSA) as incurred by the sending institution in accordance with its internal rules. However, the reimbursement is always subject to the following limitations:

- Travel expenses cover the costs of transportation used between the place of employment/residence and the place of the meeting. They are reimbursed at the maximum amount of 1100 EUR for travels within Europe. They include: travel insurance (if obligatorily imposed by the carrier) and long distance means of transport (one or more) such as: plane (economy class), train, long-distance bus, ferry or car and are reimbursed upon presentation of supporting documents: a ticket (with a clearly indicated price) or an invoice. As a general rule, a taxi is not to be treated as a long-distance means of transport. The costs of travel by car are reimbursed upon presentation of a statement indicating the exact route and number of kilometers or a kilometer log. The kilometer allowance is fixed at the maximum rate of €0.28 per km and it covers all costs related to the use of a car such as: fuel, motorway tolls, parking fees, car wash, etc.). If justified, car rental costs are eligible for reimbursement based on the car rental invoice. An additional maximum rate of €0.28 per km is granted to cover the costs related to the use of the rented car such as fuel, motorway tolls, parking fees, car wash, etc.
- For accommodation and DSA the amounts claimed cannot exceed the rates used by the European Commission for the country where the meeting takes place.
- Accommodation expenses cover the costs of nights at the place where the meeting is held and/or during travel period if necessary. Non-obligatory expenses such as charity contributions, pay TV, mini bar, etc. are not reimbursed. The number of nights reimbursed must not exceed the number of meeting days + 1. Accommodation expenses are reimbursed on presentation of supporting documents: hotel bill or invoice.
- DSA is intended to cover meals, local transport within city administrative boundaries (such as train, bus, tram, metro, taxi), telecommunications, accident insurance and other sundry expenses. No supporting documents are required to prove the expenses related to DSA. The maximum amount reimbursed by Frontex is limited to the maximum rate applied by the European Commission for the country in which the meeting takes place multiplied by the number of eligible nights or meeting days, whichever is bigger. For each meal offered (lunch or dinner) a reduction of 25% of the maximum rate is made. **For this activity Frontex provides full board (dinner, lunches and breakfast) from 26 May 2019 (dinner) - till 31 May 2019 (breakfast).**

2. As a rule, Frontex does not reimburse EU institutions, bodies, offices and agencies, unless otherwise agreed and justified. The same rule applies to organisations with which Frontex has signed a working arrangement specifying that each party bears the costs of its own staff participating in the other's activities. In addition, as per MB decision, as of 2016 Frontex does not reimburse the participation of United Kingdom and Ireland in its activities.

3. All reimbursements are paid to the bank account of the sending institution. Thus it is the sending institution which must address Frontex requesting the reimbursement of costs for its employees. Only in case of private experts who do not represent an institution, the reimbursement may be paid to the private expert.

4. In order to apply for a reimbursement, the following documents, filled in by the sending institution, must be submitted:

- Application for reimbursement covering all the costs and all participants, signed and stamped by the institution's representative, clearly indicating the project number and dates of the meeting.
- Supporting documents, as described above.
- Financial Identification form indicating Bank Account, only if it has not been submitted previously or if the Beneficiary is changing his bank account (please use the form available on: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial-id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm)).

We kindly request you not to attach any other documents!

5. The reimbursement is paid in EUR. For invoices issued in other currencies, the exchange rate used is the monthly accounting exchange rate published by the European Commission applicable for the month in which the invoice/ bill was issued (available on the following website: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm)).

6. All the documents are to be submitted in PDF format once by e-mail (at [invoices@frontex.europa.eu](mailto:invoices@frontex.europa.eu)) not later than 45 days after the last day of the meeting at Frontex, Plac Europejski 6, 00-844 Warszawa, Poland.

Country	Maximum rate of accommodation (EUR)	Maximum rate of daily subsistence allowance (EUR)
Croatia	110	75