



EIOPA REGULAR USE
EIOPA-18/529

Decision of the Executive Director

on financial contribution towards travel and subsistence expenses for persons invited to an interview, written examination or to a pre-employment medical examination

The Executive Director of the European Insurance and Occupational Pensions Authority,

Having regard to Regulation (EU) No 1094/2010 of the European Parliament and Council of 24 November 2010 establishing the European Insurance and Occupational Pensions Authority (EIOPA), and in particular Article 68 thereof;

Having regard to the Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants (CEOS) laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68, and in particular Article 33 of the Staff Regulations and Articles 13, 53, 82 and 83 of CEOS;

Whereas:

EIOPA organises selection procedures to fill vacant positions on the basis of qualifications, interviews and written tests.

A successful candidate shall undergo a medical examination before appointment.

EIOPA needs to implement rules regarding the financial contribution towards expenses related to interviews, written and pre-employment medical examinations utilising principles of sound financial management.

Has decided as follows

Article 1

The Annexes to this decision laying down the rules applicable to the financial contribution towards travel and subsistence expenses of persons invited by EIOPA to an interview, written examination or a pre-employment medical examination are hereby approved.

Article 2

This decision shall enter into force on the day following its adoption.

Done at Frankfurt am Main, on 24 July 2018.



Fausto Parente
Executive Director

ANNEX I

to the Decision of the Executive Director

No EIOPA-18/529 of 24 July 2018

Rules applicable for the financial contribution towards travel and subsistence expenses of persons invited by EIOPA to an interview, written examination or to a pre-employment medical examination

GENERAL PROVISIONS

A financial contribution shall be granted towards travel and subsistence expenses for persons invited to an interview, written examination or to a pre-employment medical examination, subject to the conditions set out below.

I. TRAVEL COSTS

1. No travel expenses shall be reimbursed where the distance between the place of residence¹ and the place specified in the candidate's letter of invitation (or the location of the pre-employment medical examination) is less or equal to 150 km².
2. Where the distance described under I.1 exceeds 150 km the calculation of the reimbursement shall be based on the cost of a second-class rail fare (on presentation of the original return ticket).
3. The cost of travel by ship shall be reimbursed for the class corresponding to second-class rail.
4. Where a means of transport other than those specified in point 2 and 3 is used, financial contribution shall be based on an allowance per kilometre calculated according to the cost of second-class rail travel by the shortest and most economical standard route, as set out below³:
EUR 0.28 per kilometre.
5. Where the distance described under I.1 by public transport (train, bus, etc.) **exceeds 400 km⁴** for one way or where the route includes a sea-crossing, candidates shall be entitled to travel by air. The financial contribution shall be based on the most economical airfare on presentation of proof of payment of the ticket and the copy of the boarding passes (at least for the inbound journey).
6. In the event that a candidate takes a triangle trip⁵ EIOPA will reimburse up to the amount equal to the price of the return ticket from the place of residence to the place indicated in the invitation. A price comparison together with a request for prior approval shall be sent well in advance to EIOPA Human

¹ The place of residence from which travel costs are reimbursed shall be the address specified in the letter of invitation issued by EIOPA.

² The calculation of the distance travelled from the point of departure to EIOPA one way. This calculation can be provided using interactive maps publicly available.

³ The use of means of transport other than those specified in paragraphs 2. and 3. of Article 2 are subject to prior approval and will be evaluated on a case-by-case basis.

⁴ Prior approval may be given for air travel in case the airfare is more economic than the 2nd class rail ticket.

⁵ By triangular trip we mean a trip with different points of departure and arrival each time.

Resources⁶. The approval of the request by EIOPA Human Resources has to be attached to the request for financial contribution. Should the price comparison not be provided, EIOPA will inquire about the price of a return ticket three weeks ahead, provided by the same airline company in order to establish the amount of the reimbursable expenses. In case the provided ticket is less expensive than the comparison of the return ticket, EIOPA will contribute to the initially requested amount.

7. The travel costs reimbursement is based on the actual costs incurred, providing that the most economical fares (economy/second class rail ticket) have been chosen, up to the set **ceiling of EUR 750**. Should the place of residence be outside the territory of the European Union, travel expenses are reimbursed up to the above indicated ceiling.

II. SUBSISTENCE ALLOWANCE

1. A subsistence allowance of **EUR 50** (flat-rate) shall be granted where the distance between the place of residence and the place specified in the candidate's letter of invitation (or the location of the pre-employment medical examination) **exceeds 50 km**.
2. An accommodation allowance of **EUR 128**⁷ per night shall be granted where the distance described under II.1 is **more than 150 km**. This allowance will be applicable in cases where the candidate needs to stay one or a maximum of two nights because of incompatibility between the times specified in the letter of invitation to an interview, written examination or a medical examination and the transport timetables. The accommodation allowance shall be reimbursed on presentation of an invoice for the accommodation and proof that no means of transport were available at that time. The total amount of reimbursement shall not exceed two nights for accommodation, i.e. **EUR 256**.
3. Travel costs shall be reimbursed on the presentation of original supporting documents or scanned copies of original supporting documents which include travel tickets and invoices, as well as electronic versions of online bookings/reservations and boarding passes (at least for the inbound journey). The documents provided must indicate the name of the passenger, class of travel used, the departure and arrival time, the amount paid and proof of payment. In case of travel by private car or other means of transport, the calculation from the point of departure to EIOPA and the receipt(s) proving the use of the car and other means of transport (toll payments/petrol bills) must be provided.

III. CANDIDATES WITH SPECIAL NEEDS

EIOPA is committed to equal treatment and opportunities and may in addition to the rules above reimburse candidates with special needs for further actual expenses directly related to their circumstances and not provided for under I. and II. above. Candidates with special needs are invited to request in writing a

⁶ EIOPA-expenses-claim@eiopa.europa.eu

⁷ Applicable ceiling for accommodation in Germany according to the Commission delegated Regulation (EU) 2016/1611 of 7 July 2016

prior approval of reimbursement for additional costs related to their circumstances from EIOPA Human Resources. Candidates with special needs and, where appropriate, any person(s) accompanying them, shall travel by the most economic means of transport taking into account the specific needs of the candidate in question. The approval of request for additional expenses has to be attached to the application for financial contribution.

IV. APPLICATION FOR FINANCIAL CONTRIBUTION

1. Application for financial contribution shall preferably be submitted electronically. The reimbursement application request needs to be signed and dated and include scanned copies of the original documents where appropriate. The documents shall be submitted to the following e-mail address: EIOPA-expenses-claim@eiopa.europa.eu
2. Only complete applications (Annex II) including all requested supporting documents (see below in point 6) will be processed. Any missing supporting documents must be sent to the e-mail addresses mentioned above as soon as possible and no later than **30 calendar days** from the date of the interview, written examination or pre-employment medical examination.
3. By rule, the total financial contribution shall be transferred to the preferred bank account indicated in the application form.
4. The reimbursable amounts shall be calculated in Euros and where appropriate converted at the exchange rate applicable⁸ of the date of the purchase of the tickets or payment for the respective expenses (e.g. hotel invoice).
5. Payment of the sums due under these rules shall be made by bank transfer in Euros or in the currency of the country of residence of the candidate within 30 calendar days from receipt of all necessary supporting documents
6. The application for financial contribution should include:
 - a) EIOPA Application for the Financial Contribution form (Annex II), signed and dated, including:
 - 1) the full name of the candidate;
 - 2) International Bank Account Number (IBAN);
 - 3) travel and accommodation costs;
 - 4) any prior written approval from EIOPA, if applicable.
 - b) The following supporting documents:
 - 1) scanned copy of original invoices or proof of purchase of the travel tickets indicating the price and the date of the purchase;
 - 2) in case of travel by private car, the application should include:
 - the calculation of the distance travelled from the point of departure to EIOPA including a print out of an interactive publicly available map confirming the distance (in km);

⁸ See: <http://ec.europa.eu/budget/inforeuro> The rates indicated are the market rates for the penultimate day of the previous month quoted by the European Central Bank.

- any bill(s) proving the use of the car, such as toll payments and gas/petrol/diesel payment receipts, if any available;
- 3) scanned copy of original boarding pass(es) or electronic version of boarding pass(es);
 - 4) scanned copy of original invoice of the hotel/accommodation (if applicable);
 - 5) the conversion sheet from InforEuro website⁹, where applicable;
 - 6) invitation by EIOPA (copy of email).

In addition to the above, in case of first time registration for financial contribution/reimbursement with the European Union bodies, a duly filled in and signed Legal Entity Form (LEF)¹⁰ and Financial Identification Form (FIF)¹¹ with the necessary annexes as specified in the forms shall be submitted.

V. FINAL PROVISIONS

Any travel costs not foreseen in the above indicated Articles of the Executive Director Decision are subject to prior approval by EIOPA Human Resources and will be evaluated on case-by-case basis.

VI. INSURANCE

Candidates are covered against the risk of accidents for the duration of their journey and their stay.

⁹ See also above in point IV.4.

¹⁰ http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

¹¹ http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm

ANNEX II
to the Decision of the Executive Director
No EIOPA-18/529 of 24 July 2018

Reimbursement request form
for travel and subsistence expenses of persons invited to an interview,
written examination or to a pre-employment medical examination



Annex II to
EIOPA-18-529-ED_D€

ANNEX III

to the Decision of the Executive Director No EIOPA-18/529 of 24 July 2018

Overview of allowances and applicable ceilings

Allowance	Distance from the place of residence				Maximum amount
	0-50 km	51-150 km	> 151 km	> 401 km	
Subsistence allowance	N/A	EUR 50	EUR 50	EUR 50	EUR 50 ¹²
Accommodation allowance / night	N/A	N/A	EUR 128	EUR 128	EUR 256
Travel by bus/train/ship	N/A	N/A	YES	YES	EUR 750
Travel by air ¹³	N/A	N/A	N/A	YES	EUR 750
Travel by car	N/A	N/A	YES	YES	EUR 750

¹² Flat-rate

¹³ See: point I.5 and reference to entitlement to travel by air in case of sea-crossing