

EUROPEAN PARLIAMENT

PROVISIONS GOVERNING PART-PAYMENT OF THE TRAVEL AND SUBSISTENCE EXPENSES OF PEOPLE INVITED TO ATTEND ORAL TESTS IN CONNECTION WITH OPEN COMPETITIONS OR NOTICES OF RECRUITMENT, INTERVIEWS OR MEDICAL EXAMINATIONS¹

GENERAL

Article 1

People who are invited to attend oral tests in connection with open competitions or notices of recruitment, interviews or medical examinations will have part of their travel expenses refunded, under the conditions set out below.

TRAVEL EXPENSES

Article 2

1. No travel expenses will be reimbursed when the distance between the place of residence and the place of attendance is 150 km or less.
2. When the distance between the place of residence and the place of attendance is more than 150 km, travel expenses will be reimbursed on the following basis:
 - on presentation of the original return ticket, a second-class train ticket will be reimbursed, and also:
 - (a) a sleeping-car berth if the journey includes at least six hours' night travel between 22.00 and 7.00, or a couchette if the journey includes less than six hours' night travel between 22.00 and 7.00,
 - (b) the cost of seat reservations and luggage transport if necessary and supplements for express trains, on presentation of original supporting documents.
3. The cost of travel by boat is reimbursed in the class equivalent to second-class rail travel.
4. If a means of transport other than those under paragraphs 2 and 3 above is used, this will be reimbursed per kilometre, calculated on the basis of the usual, shortest and most economical route by rail, as follows:
 - €0.1200 per kilometre from 1 to 1000 km,
 - €0.0800 per kilometre for the part of the journey between 1001 and 10 000 km,
 - €0.0000 above 10 000 km.
5. When the distance by rail between the place of residence and the place of attendance is more than 500 km, the candidate is authorised to travel by air. This limit does not apply if the journey involves a sea crossing. Reimbursement is made on the basis of the economy-class fare, on presentation of the original air ticket and boarding cards.

¹ These provisions also apply to selection tests for auxiliary conference interpreters.

Article 3

For the purpose of reimbursing travel expenses, a candidate's place of residence is the address to which the institution concerned sent the notice to attend.

However, unless an explicit exception is made, if the place of residence lies outside the territory of the European Union, travel expenses will be reimbursed only from the point on European territory (in the geographical sense) of a Member State which is closest to the place of residence.

SUBSISTENCE EXPENSES

Article 4

1. A daily subsistence allowance of €25 is paid if the place of residence is more than 50 km from the place of attendance. It is paid only for the day or days required for the tests, interview(s) or medical examination, subject to the provisions set out in paragraph 2, second subparagraph, of this article.

2. An accommodation allowance of €100 per night is paid if the place of residence is more than 150 km from the place of attendance. The allowance is paid if the candidate has to spend one or more nights there because the times stated on the notice to attend are incompatible with transport schedules. It is paid on presentation of supporting documents in the form of a hotel bill.

Candidates who receive an accommodation allowance for one or more nights are not entitled to the subsistence allowance under paragraph 1.

3. If a candidate fulfils the conditions for reimbursement of a return air ticket and needs to stay longer in order to obtain an air ticket at the most economic rate, the air fare will be reimbursed, on presentation of the ticket, and an accommodation allowance of €100 will be paid for each night spent at the place of attendance, as long as the total amount payable by the institution is less than the sum of the normal 'full economy' return air fare and the accommodation (or subsistence) allowance to which the person would normally have been entitled.

4. The total accommodation allowance paid to a candidate may not exceed €400.

FINAL PROVISIONS

Article 5

Candidates to whom these provisions apply *must* complete the reimbursement and/or flat-rate contribution form supplied by the relevant department and attach all the requisite supporting documents, i.e. a copy of the letter calling the candidate to attend (and the certificate of attendance at) the oral tests, interview, medical examination or selection tests for auxiliary conference interpreters, together with the original tickets and boarding cards if the candidate has travelled by air.

The application for reimbursement and/or for the flat-rate contribution must reach Parliament's

Competitions Unit within **six months** of the date of the oral tests, interview, medical examination or selection test for auxiliary conference interpreters. Any application which is not submitted in accordance with these provisions shall be rejected.

Article 6

Payment of sums due in application of the above rules is made by bank transfer in euro, or in the currency of the country of residence.

The monthly conversion rates drawn up by the Commission will be used for any currency conversion.

Article 7

Invited candidates are insured against accidents for the duration of their journey and their stay.

Article 8

These provisions come into effect on **1 July 2015**. They shall replace the provisions of 6 March 2008 which entered into effect on 1 April 2008.

(Signed: 22/06/2015)

Herwig KAISER

Director-General of Personnel