

EUROPEAN PARLIAMENT

Provisions governing
PART-PAYMENT OF THE TRAVEL AND SUBSISTENCE EXPENSES OF CANDIDATES
invited by Parliament
to attend oral tests in connection with open competitions or notices of recruitment,
interviews or medical examinations¹

I. Reimbursement of travel and subsistence expenses

Travel expenses may be reimbursed and/or a daily flat-rate contribution to cover subsistence expenses may be paid according to the distance² between a candidate's³ place of origin/residence and the place of attendance where the oral tests, interview or medical examination are held. Reimbursement shall be made and/or a flat-rate contribution shall be paid on presentation by the candidate of a written application submitted in accordance with the conditions laid down in Section V.

A. Candidates whose place of origin lies within the European territory of the European Union

When the distance between the place of origin/residence and the place of attendance is:

1. *not more than 50 km:*
no contribution shall be paid to cover travel and subsistence expenses;
2. *not less than 51 km and not more than 150 km:*
a total flat-rate contribution of EUR 25 shall be paid to cover travel and subsistence expenses;
3. *not less than 150 km:*
candidates shall receive reimbursement of their travel expenses (calculated on the basis of the rules laid down in Section II) and an EUR 50 contribution to their subsistence expenses.

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

² The distance between two places is calculated on the basis of the shortest rail route (one-way journey).

³ The term 'candidate' shall also include officials and other servants of the European institutions who are not covered by the special conditions laid down in Section IV of these rules.

This contribution to subsistence expenses (for complete 24-hour periods) shall cover expenditure on accommodation at the place of attendance and shall be granted for the day(s) needed for the oral tests, interview or medical examination to be held. If at the end of the oral tests, interview or medical examination the candidate is unable to return to his/her place of origin/residence before midnight, he/she shall be entitled to an additional contribution of EUR 50.

EXAMPLE

A candidate resident in Rome is called to sit oral tests in Brussels. The distance between Rome and Brussels is 1 709 km. He/she will be entitled to reimbursement of the cost of his/her ticket (see Section II below) and to a contribution to subsistence expenses of EUR 50 per 24-hour period.

B. Candidates whose place of origin lies outside the European territory of the European Union

If a candidate's place of origin/residence lies outside the European territory of the Union, the reimbursement of travel expenses shall cover the portion of the journey starting from the point on the European territory of the European Union which is nearest to the candidate's place of origin/residence and shall be paid in accordance with the rules set out in Section I.A above.

EXAMPLE

A candidate resident in New York is called to sit oral tests in Luxembourg. The point within the European Union which is closest to New York is Shannon (Ireland). The flat-rate contribution will be calculated on the basis of the distance between Shannon and Luxembourg or the cost of a New York-Luxembourg air ticket, if that cost is less.

C. Candidates' place of origin/residence

For the purposes of calculating any financial contribution payable by Parliament to cover travel expenses, a candidate's place of origin/residence shall be deemed to be the address to which Parliament sent the notice to attend. No subsequent change of address shall be taken into account when travel expenses are calculated.

These provisions shall also apply in cases where the written and oral tests in connection with a competition or a recruitment notice take place in the course of a single day or over several consecutive days.

II. Rules on reimbursement of travel expenses

Rail travel

- Second-class return train fare by the shortest and most economical route between the place of origin/residence and the place of attendance;
- If a portion of the journey is made at night, the cost of a second-class couchette or, if the journey time includes at least six hours between 10 p.m. and 7 a.m., an economy-class sleeping-car berth, on production of the supporting documents;

- The cost of seat reservations and supplements for express trains, on production of the relevant tickets.

Sea travel

- Cost of sea travel in the class equivalent to second-class rail travel.

Air travel

- *Conditions of eligibility:* on production of the tickets, candidates shall be paid the economy-class return air fare when the journey from the place of origin/residence to the place of attendance exceeds 500 km or entails a sea crossing;
- *Special case:* on production of the tickets, candidates shall be paid the air fare plus EUR 50 for each additional day (complete 24-hour period) that they are required to remain in the place of attendance in order to qualify for the most economical rate (e.g. PEX or SUPERPEX fare), provided that the total outlay is less than the combined cost of the standard return air fare at the most economical rate and the subsistence allowances.

Other means of transport

- The second-class rail fare, excluding any sleeping-car, seat-reservation or other supplement, shall be paid to candidates using a means of transport other than those mentioned above.

III. Insurance

Candidates invited to tests by the European Parliament are covered against the risk of accident for the duration of their journey and stay. If they have an accident, they should contact Parliament's Social Insurance Department.

IV. Special conditions applicable to officials of European Union institutions who are posted outside the European territory of the European Union

When taking part in tests required for open competitions, **officials** posted outside the European territory of the European Union shall be treated as officials on mission by their parent institutions, but shall not be entitled to any other reimbursement.

V. Application for reimbursement and/or for a flat-rate contribution

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 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 Pay and Allowances Division within 30 calendar days 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.

These provisions shall apply from 15 May 2002.

(sgd) Barry WILSON
Director-General of Personnel