

EUROPEAN PARLIAMENT

Provisions governing
PART-PAYMENT OF THE TRAVEL AND SUBSISTENCE EXPENSES OF CANDIDATES
invited by Parliament
to attend written tests in connection with open competitions or recruitment notices

The European Parliament makes a financial contribution to the travel and subsistence expenses of candidates¹ invited to participate in written tests in connection with an open competition or a recruitment notice in accordance with the following conditions:

I. Financial contribution to travel expenses

A. Amount of the financial contribution

1. No financial contribution shall be made if the distance² between the place of origin/residence and the place of the competition is equal to or less than 300 km.
2. Where the distance between the place of origin/residence and the place of the competition is greater than 300 km, candidates shall be entitled to a flat-rate contribution³ calculated on the basis of the following kilometre tranches:
 - flat-rate contribution of EUR 60 where the distance is greater than 300 km and less than 800 km;
 - flat-rate contribution of EUR 120 where the distance is greater than 800 km and less than 1500 km;
 - flat-rate contribution of EUR 180 where the distance is greater than or equal to 1500 km.

EXAMPLE: A candidate resident in Luxembourg is called to sit written tests in Brussels. The distance between Luxembourg and Brussels is 227 km. The candidate receives no financial contribution.

B. Determination of a candidate's 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.

¹ Including officials and other servants of the European institutions who are not covered by the special conditions laid down in Section IV of these rules.

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

³ The amounts are paid in euros.

C. Conditions applicable to candidates whose place of origin/residence lies outside the European territory of the European Union¹

If a candidate's place of origin/residence lies outside the European territory of the Union, the financial contribution shall be calculated from the point on the European territory of the European Union which is nearest to the candidate's place of origin/residence, in accordance with the rules set out in Section I.A above.

EXAMPLE: A candidate resident in New York is called to sit written 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.

II. Contribution to subsistence expenses

In cases where candidates are entitled to a financial contribution (see I.A.2 above), a flat-rate contribution of EUR 25 for each additional day shall be paid in respect of subsistence expenses if the tests continue for more than one day.

III. Insurance

Candidates invited to tests by the European Parliament are insured 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 called to sit the written tests in connection with open competitions or recruitment notices *must* complete the form supplied by the relevant department and attach the letter calling them to the tests. Applications for a flat-rate contribution must be submitted on the day upon which the tests take place to the assistant responsible for organising the tests. Should this not be possible, or should the candidate forget to do so, the application must be sent to the Pay and Allowances Division within 30 calendar days of the date of the written tests. 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

¹ Does not apply to EU officials covered by the special conditions laid down in Section IV of these rules.