

Financial contribution towards travel and subsistence expenses for persons invited to the oral tests of an open competition or other selection procedure, to an interview or to a medical examination

The present administrative notice concerns the case of persons requested to attend the oral tests of a competition or other selection procedure as well as one or several interviews or a medical check-up organised with a view to their possible recruitment.

The Conclusion approved by the College of Heads of Administration sets out the conditions for granting financial assistance towards the travelling and living expenses of persons in the circumstances mentioned above.

COMMISSION INTERNAL DIRECTIVE

Subject: Financial contribution towards travel and subsistence expenses for persons invited to the oral tests of an open competition or other selection procedure, to an interview or to a medical examination

At their 251st meeting, on 14 February 2008, the Heads of Administration approved Conclusion 252/08, which applies within the Commission from 1 March 2008.

GENERAL PROVISIONS

Article 1

A financial contribution shall be granted towards travel and subsistence expenses for persons invited to the oral tests of an open competition or other selection procedure, to an interview or to a medical examination, subject to the conditions set out below.

TRAVEL EXPENSES

Article 2

1. Travel expenses shall not be reimbursed where the distance between the place of residence and the place specified in the candidate's letter of invitation is 150 km or less.

2. Where the distance between the place of residence and the place specified in the candidate's invitation exceeds 150 km, calculation of the reimbursement shall be based on:

- the cost of a second-class rail fare (on presentation of the original return ticket), and:

a. where the journey includes not less than six hours of night travel between 22.00 hours and 07.00 hours, the cost of a sleeper, or where the journey includes night travel of less than six hours between 22.00 hours and 07.00 hours, the cost of a couchette,

b. the cost of the necessary seat reservations and transport of luggage as well as supplements for special fast trains on presentation of the originals of the relevant tickets and/or vouchers.

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 paragraphs 2 and 3 above is used, reimbursement 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 below:

EUR 0.12 per kilometre from 1 to 1000 kilometres,

EUR 0.08 per kilometre for the part from 1001 to 10 000 kilometres,

EUR 0.00 above 10 000 kilometres.

5. Where the distance by rail between the place of residence and the place specified in the candidate's letter of invitation exceeds 500 km or where the route includes a sea-crossing, candidates shall be entitled to travel by air. Reimbursement shall be based on the most economical air fare on presentation of the original ticket and the boarding cards.

Article 3

The place of residence from which travel costs are reimbursed shall be that specified in the letter of invitation issued by the institution concerned.

However, unless specific provision is made to the contrary, where this place is outside the territory of the European Union, travel expenses shall be reimbursed only from the point in the European territory (geographically speaking) of one of the Member States which is nearest to it.

SUBSISTENCE EXPENSES

Article 4

1. A daily subsistence allowance of EUR 25 shall be granted where the distance between the place of residence and the place specified in the candidate's letter of invitation is more than 50 km. It shall only be paid in respect of the day(s) on which the tests, interview(s) or medical examination is/are held, subject to the provisions set out in the second subparagraph of paragraph 2 below.

2. An accommodation allowance of EUR 100 per night shall be granted where the distance between the place of residence and the place specified in the candidate's letter of invitation is more than 150 km. This allowance shall be granted in cases where the candidate has to stay one or more nights because of incompatibility between the times specified in the letter of invitation and transport timetables. It shall be paid on presentation of a hotel bill.

However, if the candidate receives an accommodation allowance for one or more nights, he shall not be entitled to the daily allowance mentioned in paragraph 1.

3. If, by staying in the place specified in his/her letter of invitation, the candidate who is entitled to reimbursement of a return air fare would be able to obtain the best-priced fare, he/she shall be entitled to reimbursement of the fare (on presentation of the ticket) and to an accommodation allowance of EUR 100 per night spent at the above place, provided that the total cost to the institution is less than the sum of the normal "full-fare economy" return ticket and the accommodation allowance (or daily allowance) to which the candidate would normally have been entitled.

4. The total amount of the accommodation allowance granted to the candidate may not exceed EUR 400.

FINAL PROVISIONS

Article 5

Payment of the sums due under these rules shall be made by transfer in euros, or in the currency of the country where the place of residence is situated.

Amounts shall be converted by means of the monthly conversion rates fixed by the Commission for the purpose.

Article 6

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