

ANNEX VII - REIMBURSEMENT OF TRAVEL AND SUBSISTENCE EXPENSES

Where provided by the Special Conditions or by Annex I, the Commission shall reimburse the expenses which are directly connected with execution of the tasks on production of original supporting documents, including receipts, used tickets, original boarding passes. Travel and subsistence expenses shall be reimbursed, where appropriate, on the basis of the shortest itinerary.

1. Travel expenses shall be reimbursed as follows:
 - a) travel by air shall be reimbursed up to the maximum cost of an economy class ticket at the time of the reservation;
 - b) travel by boat or rail shall be reimbursed up to the maximum cost of a first class ticket;
 - c) travel by car shall be reimbursed at the rate of one first class rail ticket for the same journey and on the same day;
 - d) travel outside Union territory shall be reimbursed under the general conditions stated above provided the Commission has given its prior written agreement.

2. Subsistence expenses shall be reimbursed on the basis of a daily allowance as follows:
 - a) for journeys of less than 200 km (return trip) no subsistence allowance shall be payable;
 - b) daily subsistence allowance shall be payable only on receipt of a supporting document proving that the person concerned was present at the place of destination;
 - c) daily subsistence allowance shall take the form of a flat-rate payment to cover all subsistence expenses, including accommodation, meals, local transport, insurance and sundries;
 - d) daily subsistence allowance, where applicable, shall be reimbursed at the rate specified in the list of current per diem rates updated periodically and that can be found at the following URL address.

http://ec.europa.eu/europeaid/perdiem/index_en.htm

3. The cost of shipment of equipment or unaccompanied luggage shall be reimbursed provided the Commission has given prior written authorisation.