



THE DIRECTOR

Having regard to

- Regulation (EU, Euratom) No 1141/2014 on the statute and funding of European political parties and European political foundations, as amended¹ (“Regulation (EU, Euratom) No 1141/2014”),
- Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012² (the “Financial Regulation”),

Whereas:

- (1) The Authority for European Political Parties and European Political Foundations (the “Authority”) may invite experts who are not employed by an Institution, body or agency of the Union.
- (2) As regards the experts’ costs deriving from the events to which they have been invited by the Authority, it is necessary to fix the rules and the amount of reimbursement of the travel and accommodation expenses as well as for the payment of a daily allowance.

Has adopted these

¹ Regulation (EU, Euratom) No 1141/2014 of the European Parliament and of the Council of 22 October 2014 on the statute and funding of European political parties and European political foundations, OJ L 317, 4.11.2014, p. 1, as amended by Regulation (EU, Euratom) 2018/673 of the European Parliament and of the Council of 3 May 2018, OJ L 114I, 4.5.2018, p. 1 and Regulation (EU, Euratom) 2019/493 of the European Parliament and of the Council of 25 March 2019, OJ L 85I, 27.3.2019, p. 7.

² OJ L 193, 30.7.2018, p. 1–222.

Rules on the reimbursement of experts' travel and accommodation expenses and payments of a daily allowance

Article 1

- (1) These Rules shall apply to:
 - (a) any expert who is invited by the Authority to attend events, whereby the location is to be determined by the Authority;
 - (b) anyone responsible for accompanying a disabled person who has been invited by the Authority to attend an event in an expert capacity.

- (2) Experts may be private-sector experts or government experts:
 - (a) Private-sector experts are individuals who have been invited to give the Authority the benefit of their personal expertise or to represent their organisations in a specific area, but not to defend the interests of a particular country.
 - (b) Government experts are individuals who have been invited as representatives of a national, regional or local public authority of a Member State or who have been appointed by such an authority.
 - (c) The maximum number of experts per event, whether or not entitled to reimbursement of their expenses, shall be determined by the Authority on a case-by-case basis.

Article 2

The Authority shall not be liable for any material, non-material or physical damage suffered by invited experts or those responsible for accompanying a disabled expert in the course of their journey to or stay in the place where the event is held, unless such harm is directly attributable to the Authority.

In particular, invited experts who use their own means of transport for travelling to such events shall be entirely liable for any accidents that they might cause.

Article 3

Experts invited by the Authority shall be entitled to reimbursement of their travel expenses, accommodation expenses and to a daily allowance in accordance with the following provisions:

(a) Travel expenses

(i) If they travel by train or air, experts shall be entitled to reimbursement of travel expenses actually incurred, up to a maximum, as appropriate, of the first-class train fare or the flexible economy-class air fare, on the basis of the shortest route between the railway station or airport of departure and the venue for the event. If an expert can clearly demonstrate that a different class of air travel is more economical, it may be reimbursed.

(ii) Experts travelling by car shall be entitled, on presentation of a written declaration of honour, to a flat-rate reimbursement of their expenses corresponding to the second-class train fare calculated on the basis of the shortest route between their place of residence or office and the venue of the event.

(iii) Travel from and to another place than the usual residence or office address may be authorised in duly justified cases subject to the discretion of the Authority.

(b) Accommodation expenses

If experts are required to spend one or more nights at the event venue, and on presentation of the original hotel bill, they shall be entitled to a reimbursement based on actual costs up to a maximum of EUR 165 per night. Electronic hotel bills are accepted.

(c) Daily allowance

Experts shall be entitled to a daily allowance of EUR 125 for each day of participation in a meeting to cover meals, local transport and other travel related expenses.

(d) Limitations

Experts shall be entitled to reimbursement of their travel and accommodation expenses as well as to the payment of their daily allowances as detailed above only to the extent that these are not reimbursed or paid from any other source.

A declaration on honour to this effect must be signed by private-sector experts and must be submitted jointly with the reimbursement and/or payment request.

Government experts shall prove by means of a document signed by a competent unit of their authority or ministry that

- they did not receive any travel reimbursement from their employer, or
- they receive a lesser amount than would be reimbursable under the present rules, and if so which amount.

Article 4

Where, taking into account any expenses incurred by disabled experts as a result of their disability or any person accompanying them, the allowances provided for in Article 3 appear to be clearly inadequate, the expenses shall be reimbursed upon request to the Authority on presentation of supporting documents, in principle with a maximum of twice the amount that would otherwise be reimbursable.

Article 5

- (1) The applicant for reimbursement shall present original supporting documents to the Authority, in particular the documents required in accordance with Article 3(d), tickets and invoices or, in the case of online bookings, the printout of the electronic reservation and boarding cards for the outward journey. The documents supplied must show the class of travel used, the time of travel and the amount paid.
- (2) All reimbursements of travel and accommodation expenses as well as payments of daily allowances shall be made to one and the same bank account.
- (3) Experts must provide the Authority with the documents necessary for their reimbursement, by letter or e-mail postmarked or dated no later than 30 calendar days after the final day of the event.
- (4) Unless the expert can provide a proper justification, failure to comply with paragraph 4 shall absolve the Authority from any obligation to reimburse travel expenses, accommodation expenses or to pay daily allowances.

Article 6

- (1) The payment order shall be drawn up on the basis of the request for reimbursement and/ or payment, duly completed and signed by the expert, subject to checks and verification by the Authority.
- (2) Reimbursement shall not be possible if the expert was absent entirely, or for substantial periods without excuse accepted in advance by the Authority, during the event to which the expert had been invited.

Article 7

The Authority shall scrutinise particularly closely any requests for reimbursement involving abnormally expensive flights. It shall have the right to carry out any checks that might be needed and to request any proof from the expert required for this purpose. It shall also have the right, where it appears to be justified, to restrict reimbursement to the rates normally applied to the usual journey from the expert's place of work or residence to the event place.

Article 8

- (1) Travel expenses and accommodation expenses shall be reimbursed in euros.
- (2) The daily allowance shall be paid in euros.

Article 9

These Rules shall enter into force on 7 October 2022.

Brussels, 7 October 2022

[Signed]

Pascal Schonard