



Reimbursable costs 2015 Calls for tenders

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European
Commission

1. Provisions of the service contract related to reimbursable costs

Amount – Article I.3.3 :

- Indicates the **maximum amount of reimbursable costs**.

In addition to the maximum total amount specified in Article I.3.1a and I.3.1.b, **travel and subsistence expenses of the contractor** to meet the representatives of the contracting authority and the Commission shall be reimbursed in accordance with Article II.16, up to a maximum amount of EUR [amount in figures and in words] for the first phase, and up to a maximum amount of EUR [amount in figures and in words] for the second phase.

The daily subsistence allowance referred to in Article II.16.4(d) and the **accommodation flat-rate ceiling** referred to in Article II.16.4(e) shall be as listed in **Annex III**.

ANNEX III

DAILY SUBSISTENCE ALLOWANCES AND HOTEL CEILINGS⁷

Destination	Daily subsistence allowance	Hotel	Total
Austria	95,00	130,00	225,00
Belgium	92,00	140,00	232,00
Bulgaria	58,00	169,00	227,00
Cyprus	93,00	145,00	238,00
Czech Republic	75,00	155,00	230,00
Denmark	120,00	150,00	270,00
Estonia	71,00	110,00	181,00
Finland	104,00	140,00	244,00
France	95,00	150,00	245,00
Germany	93,00	115,00	208,00
Greece	82,00	140,00	222,00
Hungary	72,00	150,00	222,00
Ireland	104,00	150,00	254,00
Italy	95,00	135,00	230,00
Latvia	66,00	145,00	211,00
Lithuania	68,00	115,00	183,00
Luxembourg	92,00	145,00	237,00
Malta	90,00	115,00	205,00
Netherlands	93,00	170,00	263,00
Poland	72,00	145,00	217,00
Portugal	84,00	120,00	204,00
Romania	52,00	170,00	222,00
Slovakia	80,00	125,00	205,00
Slovenia	70,00	110,00	180,00
Spain	87,00	125,00	212,00
Sweden	97,00	160,00	257,00
United Kingdom	101,00	175,00	276,00
Croatia	60,00	120,00	180,00
Norway	80,00	140,00	220,00
Iceland	85,00	160,00	245,00

⁷ Regulation 31/1962/EEC laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Agency
Commission Decision C(2008)6215 of 18 November 2008: General implementing provisions adopting the Guide to missions for officials and other servants of the European Commission

Reimbursables documents accompanying invoice(s) – **Articles I.4.2 & I.4.3** (Interim/Final payment) / **I.4.4:**

- a **statement of reimbursable expenses for the meetings** (if any) between the contractor's staff and the contracting authority / Commission for the reported period in accordance with Article II.16.
- Reimbursement will be made on presentation of statements of reimbursable expenses according to Article II.16 of the contract, and after their approval.

Statement of reimbursable expenses

Service contract n° 201x 96 xx -

Statement of reimbursable expenses - First/second/third interim report / Final report
(In Euro, excluding VAT)

Name, purpose, departure & destination	Travel expenses	Subsistence allowance	Nbr of days	Total costs
Mr. V -Indoday 1- Amsterdam- Brussels 15-16 /12/2015	€260.00			€260.00
Daily allowance		€92.00	1.5	€138.00
Accomodation		€118.00	1	€118.00
Mr. V - Amsterdam - Luxemburg 10-11/11/2015	€320.00			€320.00
Daily allowance		€92.00	2	€184.00
Accomodation		€138.00	1	€138.00
TOTAL				€1,158.00

Travel & subsistence reimbursements – **Article II.16:**

- **II.16.1** Where provided by the special conditions or by the tender specifications, the contracting authority shall reimburse the expenses which are directly connected with execution of the tasks **on production of original supporting documents, including receipts and used tickets, or failing that, on production of copies or scanned originals, or on the basis of flat rates.**
- **II.16.2** Travel and subsistence expenses shall be reimbursed, where appropriate, on the basis of the **shortest itinerary and the minimum number of nights necessary** for overnight stay at the destination.

Travel & subsistence reimbursements – **Article II.16:**

II.16.3 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**;

In addition, travel outside Union territory shall be reimbursed provided the contracting authority has given its prior written consent.

Travel & subsistence reimbursements – **Article II.16:**

II.16.4 Subsistence expenses shall be reimbursed on the basis of a daily subsistence allowance as follows:

(a) for journeys of less than 200 km for a return trip, no subsistence allowance shall be payable;

(b) daily subsistence allowance shall be **payable only on receipt of supporting documents** proving that the person concerned was present at the destination;

(c) daily subsistence allowance shall take the form of a **flat-rate** payment to cover all subsistence expenses, *including meals, local transport which includes transport to and from the airport or station, insurance and sundries*;

Travel & subsistence reimbursements – **Article II.16:**

II.16.4

(d) daily subsistence allowance shall be reimbursed at the flat rates specified in Article I.3;

e) accommodation shall be reimbursed on *receipt of supporting documents* proving the necessary overnight stay at the destination, up to the flat-rate ceilings specified in Article I.3.

2. Claims for reimbursable expenses

Three possibilities:

- One invoice including : - Service fees
- Reimbursables
- Two invoices including: - Service fees
- Reimbursables
- One invoice & one reimbursement claim:
 - Service fees (invoice)
 - Reimbursables (claim)– **facilitates payment (option advised)**

Thank you for your attention!

Questions?