



**European Committee
of the Regions**

The Director

DECISION No 50/2017

**PROVISIONS REGARDING FINANCIAL CONTRIBUTIONS TOWARDS THE TRAVEL
EXPENSES ACTUALLY INCURRED AT THE BEGINNING AND END OF TRAINEESHIPS BY
STANDARD TRAINEES AT THE EUROPEAN COMMITTEE OF THE REGIONS**

THE DIRECTOR FOR HUMAN RESOURCES AND FINANCE

HAVING REGARD TO Decision No 79/2017 of 24 April 2017 regarding the rules governing the traineeship schemes of the European Committee of the Regions and in particular the provisions of Article 13(1) and (2) of said decision;

WHEREAS the arrangements for reimbursement of the travel expenses incurred by persons selected for a traineeship at the Committee of the Regions should be established;

HAS ADOPTED THE FOLLOWING DECISION:

SCOPE

Article 1

A financial contribution to travel expenses shall be granted under the conditions set out below to trainees covered by Article 4.1(1) of Decision No 79/2017 regarding the rules governing the traineeships schemes of the European Committee of the Regions (hereafter "trainees").

TRAVEL EXPENSES

Article 2

1. No contribution to travel expenses shall be granted where the distance between the place of recruitment and the place of training is less than or equal to 50 km.

2. Without prejudice to the provisions of Article 6 below, the institution shall grant a flat-rate contribution to travel expenses incurred in accordance with the following scale:

Geographical distance between the current place of residence/employment and the place of training (in km)	Flat-rate amount applicable (in EUR)
51 – 100	50
101 – 200	75
201 – 300	100
301 – 500	120
501 – 1000	180
1001 – 2000	240
2001 – 3000	300
> 3001	360

Article 3

The geographical distance (one way) between the place of recruitment and the place of training shall be calculated on the basis of the address given on the application form. The institution may ask applicants to demonstrate that the address indicated is in fact the place of recruitment, namely the address where they reside at the time of recruitment.

If a trainee is temporarily resident at another address, the institution may send the confirmation of traineeship to that temporary address, which will be used for calculating the contribution to travel expenses.

In the event of dispute over the address to be used for calculating the contribution, the shortest distance as calculated by the traineeships office shall be taken into consideration.

DEADLINE FOR THE SUBMISSION OF APPLICATIONS FOR FINANCIAL CONTRIBUTION

Article 4

Trainees who meet the above conditions and are thus entitled to a contribution to travel expenses must complete the form provided by the administration, attaching the supporting documents required to accompany the application for financial contribution. Incomplete applications will not be processed.

Article 5

The complete application for a financial contribution to travel expenses, accompanied by the original supporting documents, must be submitted by internal mail, by e-mail (if the original documents exist in electronic form only) or by hand to the traineeships office within three months of the start of the traineeship. Applications shall not be accepted once this deadline has passed.

APPLICANTS WITH SPECIAL NEEDS

Article 6

At the express and justified prior request of each applicant concerned, the institution may, in addition to the rules above, reimburse applicants with specific needs for further actual expenses directly related to their circumstances and not provided for in Article 2. In such cases, applicants and, where appropriate, any person(s) accompanying them, must travel by the most economical means, taking into account the specific needs of the applicant in question. Each application for reimbursement shall be examined on a case-by-case basis by the traineeships office.

FINAL PROVISIONS

Article 7

The amounts due in accordance with the above rules shall be paid by bank transfer in euro, or in the currency in which the expenses were incurred.

Article 8

The present provisions shall enter into force for standard trainees recruited to begin their traineeships starting from 16 September 2017.

Brussels, 12 June 2017.

signed

Agnieszka Kudlinska

Director

Human Resources and Finance