



**European Committee
of the Regions**

**REGULATION No 0008/2017
on the reimbursement of travel expenses and the payment of flat-rate travel and meeting
allowances for members and alternates of the European Committee of the Regions**

THE BUREAU OF THE EUROPEAN COMMITTEE OF THE REGIONS,

- HAVING REGARD TO** the Treaty on the Functioning of the European Union, and in particular Articles 305, 306 and 307 thereof,
- HAVING REGARD TO** Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012¹ on the financial rules applicable to the general budget of the Union^{Error! Bookmark not defined.}, last amended by Regulation (EU, Euratom) 2015/1929 of the European Parliament and of the Council of 28 October 2015², and Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012³ on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union, last amended by Commission Delegated Regulation (EU) 2015/2462 of 30 October 2015⁴,
- HAVING REGARD TO** the Rules of Procedure of the Committee of the Regions, and in particular Rules 37, 39, 40 and 71 thereof,
- HAVING REGARD TO** Regulation No 003/2014 of the Bureau of the Committee of the Regions of 1 April 2014 on refund of travel expenses and the payment of flat-rate travel and meeting allowances for members and alternates of the Committee of the Regions,
- HAVING REGARD TO** European Committee of the Regions Bureau Regulation No 0002/2017 of 11 July 2017 on meetings and activities of members of the European Committee of the Regions,

1 [OJ L 298, 26.10.2012, p.1.](#)

2 [OJ L 286, 30.10.2015, p.1](#)

3 [OJ L 362, 31.12.2012, p. 1.](#)

4 [OJ L 342, 29.12.2015, p.7](#)

HAS ADOPTED THE FOLLOWING REGULATION:

Article 1: Principles

- 1.1 Members of the European Committee of the Regions who participate in meetings and activities organised by the Committee shall be entitled to:
- a reimbursement of travel expenses,
 - a flat-rate travel allowance,
 - a flat-rate meeting allowance,
- for duly authorised presences and calculated in accordance with the terms and conditions laid down in this regulation.
- 1.2 Members who participate in the plenary session and any other meeting, other than a Committee Bureau meeting, held during the plenary session or the day before shall be entitled to only one reimbursement of travel expenses, one flat-rate travel allowance and one flat-rate allowance per meeting day.
- 1.3 Members who participate in a meeting of a political group of the European Committee of the Regions or of a political group bureau shall be entitled to the reimbursement and allowances provided for in paragraph 1 where members participate in the Bureau meeting or plenary session that is held concurrently with these meetings.
- 1.4 Members who participate in meetings, seminars, conferences, and other activities not organised by the European Committee of the Regions but which are of particular interest to the Committee's work shall be entitled to the reimbursement of travel expenses and payment of flat-rate travel and meeting allowances provided for in paragraph 1, subject to submission of:
- an application in writing accompanied by the invitation to the event and/or the programme;
 - prior written authorisation from the authorising officer by sub-delegation.
- 1.5 Duly mandated alternates or replacements shall be entitled to the reimbursement of travel expenses and payment of flat-rate travel and meeting allowances on the same conditions as members, when replacing the latter. They shall be entitled to only one reimbursement of travel expenses and one flat-rate travel allowance per meeting or plenary session, payable to either the member or his/her alternate.
- 1.6 Where an alternate has been appointed as rapporteur, he/she shall be entitled to the reimbursement of travel expenses and payment of flat-rate travel and meeting allowances for his/her attendance at commission meetings or plenary sessions for the meeting day at which the opinion for which he/she is rapporteur is on the agenda. This provision shall apply even when the member for whom he/she was acting as alternate at the time of his/her appointment as rapporteur is also present.

Article 2: Officially declared place of residence

2.1 Both the reimbursement of travel expenses and the calculation of flat-rate travel allowances shall be based on the distance between the member's officially declared place of residence and the venue of the meeting.

2.2 The place of residence declared by a member on his or her appointment to the European Committee of the Regions shall be considered to be his or her officially declared place of residence (main place of residence). Any change shall be notified to the One Stop Shop.

If a member performs the duties related to his/her political mandate on the basis of which he/she was appointed a member of the European Committee of the Regions in a different place in the same Member State, he/she may request the authorising officer by sub-delegation, on submission of documentary evidence, to recognise it as a second official place of work, from which a journey may be started or to which the member may return. The authorising officer by sub-delegation will take a decision on the registration of the second official place of work.

Travel between the two officially declared places of residence will under no circumstances be reimbursed by the European Committee of the Regions, in the event that the member decides to spend more than 24 hours at one of the two addresses.

2.3 Travel expenses shall be reimbursed on the basis of the direct route between the officially declared place of residence and the venue of the meeting.

In the event that a member takes a route other than the direct route from his/her officially declared place of residence, arrives more than 48 hours before the start and/or leaves more than 48 hours after the closure of the meeting or if the journey is interrupted for more than 24 hours, not justified by a duly authorised meeting of the Committee, his/her expenses shall only be reimbursed under the condition that he/she submits the necessary evidence stating the price difference with a direct journey, together with the claim for reimbursement. When the submitted evidence proves that the costs presented in the claim are lower than the cost of a direct journey, the costs will be reimbursed. When the costs of the indirect journey are higher than those of a direct journey, the reimbursement will be limited to the price of the direct journey.

When the evidence is not submitted together with the claim for reimbursement, he/she shall submit an application for authorisation to the authorising officer by sub-delegation, stating reasons justifying the indirect journey and enclosing the necessary evidence stating the price difference with a direct journey. These claims will not receive a priority treatment.

2.4 Travel expenses incurred by the President and the first Vice-President of the Committee in fulfilling their duties may be reimbursed, even in cases where they take a route other than the direct route from the declared place of residence.

2.5 Members who change the details of their journey, vis-à-vis the details previously notified to the financial department in respect of the route or ticket used, shall be obliged to submit a "change

of journey" declaration on their return, by letter to the Members' Financial Service, accompanied by supporting documents.

Article 3: Reimbursement of travel expenses

3.1 Travel by rail, bus or boat

Rail, bus or boat fares actually paid shall be reimbursed up to the cost of a first class ticket on presentation of supporting documents.

3.2 Travel by car

In the case of travel by car, a person covered by these rules shall be reimbursed according to a flat rate per kilometre. The flat rate per kilometre shall be set by decision of the Bureau.

Reimbursement of the cost of travel by car shall be limited to a maximum return distance of 2 000 kilometres.

The distance in kilometres between the meeting venue and the officially declared place of residence shall be determined by the administration by means of a computer program.

Any request for reimbursement of the cost of travel by car for return distances exceeding 1 000 kilometres must be accompanied by supporting documents.

If two or more persons covered by these rules travel in the same car, the person responsible for the vehicle shall be entitled to the above reimbursement, plus an additional payment of 20% in respect of each person accompanying him/her, provided he/she states their names in his/her claim for reimbursement. The persons mentioned thereby forfeit any right to reimbursement of travel expenses for the corresponding part of the journey.

Members using their private car for travel shall remain entirely liable for any accidental damage to their vehicle or to third-party vehicles.

3.3 Travel by air

Air transport expenses actually paid shall be reimbursed up to the cost of a business class ticket on production of supporting documents.

3.4 Tickets ordered via a travel agent contracted by the CoR

The invoices related to transport tickets ordered via a travel agent contracted by the CoR, will be sent directly for payment to the Members' Financial Service.

3.5 **Additional journeys**

If, for exceptional work-related reasons, a second journey is made during a plenary session, or between two meetings held on two consecutive days, the member shall submit an application for authorisation to the authorising officer by sub-delegation, stating reasons and enclosing supporting documents showing the amount of the costs incurred. Additional journeys of less than 100 kilometres (one way) shall not be reimbursed.

The President of the European Committee of the Regions is entitled to additional journeys in between two consecutive meetings.

3.6 **Travel expenses between the officially declared place of residence or meeting venue and the railway station, airport or port**

The provisions of Article 3 shall also apply to travel expenses between the officially declared place of residence or meeting venue and the railway station, airport or port and between the meeting venue and the railway station, airport or port.

For meetings held outside Brussels, travel by taxi from the station, airport or port to and from the meeting venue shall exceptionally be eligible for reimbursement in case of late arrivals or early departures or if evidence is submitted that no public transport or transport provided by the (co-) organisers of the meeting was available. Any other use of a taxi shall only be eligible for reimbursement in exceptional circumstances upon application in writing to the authorising officer by sub-delegation, stating reasons and enclosing supporting documents.

3.7 **Official transport provided**

Members for whom official means of transport are provided by the European Committee of the Regions or the organiser at a meeting venue shall not be entitled to claim individual reimbursement of these travel expenses.

Article 4: Flat-rate travel allowance

4.1 The flat-rate travel allowance shall cover all expenses incurred in the course of different journeys including all travel expenses in Brussels. Only members who are entitled to the reimbursement of travel expenses by the European Committee of the Regions according to these rules shall be entitled to receive a travel allowance.

4.2 Irrespective of the means of transport used (rail, bus, boat, car or plane), the amount of the travel allowance shall be calculated in accordance with the table below at a flat rate based on the actual distance between the place of departure, the meeting venue and the place to which the beneficiary returns.

Journey distance	Corresponding number of reference units
From 0 km to 200 km	0
From 201 km to 400 km	0.75
From 401 km to 1 000 km	1
From 1 001 km to 2 000 km	1.5
Over 2 000 km	2

In the case of journeys outside the European Union of more than 6 000 km, the flat-rate travel allowance for members shall be four reference units.

- 4.3 If consecutive meetings are attended at different venues, the allowance shall be calculated based on the total distance between the officially declared place of residence and the furthest meeting venue, via each of the consecutive meeting venues.
- 4.4 If, for exceptional reasons, in accordance with Article 3(5), a second journey is made during the plenary session or between two meetings taking place on consecutive days, this journey will not give right to a second flat-rate travel allowance.
- 4.5 In the case of indirect journeys, if travel expenses for either the outward or inward journey are reimbursed by another authority or international organisation, the amount of the flat-rate travel allowance to which the member is entitled from the European Committee of the Regions shall be limited to 50% of the travel allowance normally payable for the direct two-way journey.

Article 5: Flat-rate meeting allowance

- 5.1 The allowance shall cover on a flat-rate basis all types of expense at the meeting venue for a calendar day.
- 5.2 The allowance shall be paid as follows:
- a) for each day's participation in a meeting in the cases set out in Article 1;
 - b) for each day intervening between two meetings when the member does not return to his/her declared place of residence, and provided that the total sum of this allowance does not exceed the total sum in respect of reimbursement of travel expenses and allowances for travelling time which the member would have received if he/she had made the round trip from his/her initial place of departure and back. The member shall be required to provide evidence of the cost saving. This allowance shall under no circumstances exceed the equivalent of two daily meeting allowances;
 - c) for each day on which there is no meeting during a plenary session as a result of cancellation or suspension of the proceedings, provided the member takes part in the work of the Committee or its constituent bodies on the preceding day and on the following day and provided he/she does not return to his declared place of residence in the interval.

- 5.3 If the member is provided with accommodation at the meeting venue by another authority or international organisation, the amount of the flat-rate meeting allowance payable shall be limited to 50% of the amount of the allowance which would normally have been payable for his/her participation in the meeting.
- 5.4 In exceptional and duly justified cases, where members are obliged to pay particularly high rates for the hotels chosen by the Committee or the co-organisers at meetings away from headquarters, or where they are representing the Committee and the normal meeting allowance is not sufficient to cover their expenses, they may be granted an increase in their meeting allowance by the Secretary-General, on request and on submission of supporting documents. The meeting allowance may not, however, be increased by more than 30%.

Article 6: Reimbursement procedure

- 6.1 In order to benefit from reimbursement of expenses or payment of allowances members are obliged to:
- a) sign the daily attendance list at meetings when such a list is provided by the Committee,
 - b) duly complete and sign the claim for reimbursement form for each meeting day,
 - c) submit the appropriate supporting documents.
- 6.2 Claim for reimbursement forms and supporting documents can be submitted either on paper or in electronic format via the system put at the disposal of members by the Committee.
- 6.3 Complete claims for reimbursement in electronic format and complete paper claims submitted within two weeks of the end of the meeting shall receive priority treatment.
- 6.4 Claims for reimbursement that require the presentation of a ticket, supporting documents or additional information cannot be processed in the absence of these documents.
- 6.5 Claim forms, together with supporting documents, must be submitted to the Members' Financial Service at the latest by 1 December in the year following the year in which the meeting took place. Any claim for reimbursement which is received after this date or which is incomplete on that date will not be reimbursed and will be considered null and void.
- 6.6 If the member has submitted the claim for reimbursement and supporting documents in electronic format, (s)he should keep the original documents available until two years after the end of the year to which the supporting document refers.
- 6.7 By the signature on their claim form, members declare that the information provided in the form and in the supporting documents is true and complete, and that they do not receive any reimbursement from other sources for these travel expenses. Any false applications may give rise to investigations and/or penalties as set out in the financial rules applicable to the general budget of the European Union.

- 6.8 Claim forms and supporting documents are verified by the Members' Financial Service before reimbursement of expenses and payment of allowances and will be kept for eventual further checks at a later stage. If needed, the Members' Financial Service is authorised to request additional information from the travel company or other sources. In these cases, files can no longer receive priority treatment.

Article 7: Arrangements for payment of allowances and reimbursement of travel expenses

- 7.1 The flat-rate meeting allowance and the flat-rate travel allowance per reference unit shall be set by decision of the Bureau. They shall at the beginning of each year be subject to an annual inflation adjustment carried out by the CoR administration on the basis of the average EU inflation rate (source: Eurostat), unless otherwise decided by the Bureau.

The new flat-rate allowances enter into force on the day of the Bureau decision.

- 7.2 Payments shall be made at the request of the member covered by these rules, by bank transfer to a bank or post office account. Any change in bank or post office account details must be notified separately in writing to the One Stop Shop.
- 7.3 Allowances and reimbursements of travel expenses shall be calculated in euros.
- 7.4 Travel tickets shall be reimbursed in euros. For members from non-eurozone countries, tickets bought and paid for in their national currency shall be reimbursed in the same currency, provided that the member officially opted for this arrangement at the beginning of his/her term of office. This choice shall remain valid for the member's entire term of office.
- 7.5 Conversions of non-euro currencies shall be made at the exchange rate published monthly by the accounting officer of the European Commission (InforEuro).

Article 8: Cases not covered

Cases not covered by these rules shall be referred by the authorising officer by sub-delegation to the Secretary-General for decision.

Article 9: Appeal procedure

- 9.1 A member whose request for authorisation under Articles 2(2), 2(3), 3(5) and 3(6) has not been approved by the authorising officer by sub-delegation may appeal against that decision to the Secretary-General. The appeal request must be presented to the Secretary-General within one month of the notification of the authorising officer by sub-delegation's decision.
- 9.2 A member whose request under Article 5(4), Article 8 and Article 9.1 has not been approved by the Secretary-General may appeal against that decision to the President. The appeal request

must be presented to the President within one month of the notification of the Secretary-General's decision.

Article 10: Implementing provisions

The Secretary-General shall adopt implementing provisions regarding the application of this Regulation, following prior consultation of the Commission for Financial and Administrative Affairs.

Article 11: Final provision

This Regulation shall supersede Regulation No 003/2014 of the Bureau of the European Committee of the Regions on the refund of travel expenses and the payment of flat-rate travel and meeting allowances for members and alternates of the European Committee of the Regions.

The present Regulation shall enter into force on 1 January 2018.

Done at Brussels, 9 October 2017

For the Bureau of the European Committee of the Regions

(signed)
Karl-Heinz Lambertz
President
