

EUROPEAN PARLIAMENT

PROVISIONS GOVERNING PART-PAYMENT OF THE TRAVEL AND SUBSISTENCE EXPENSES OF PEOPLE INVITED TO ATTEND TESTS IN CONNECTION WITH COMPETITIONS OR SELECTION PROCEDURES, RECRUITMENT INTERVIEWS OR MEDICAL EXAMINATIONS

GENERAL

Article 1

A financial contribution to travel and subsistence expenses shall be paid in accordance with the arrangements set out below to any person (hereinafter 'the candidate') invited to tests organised as part of a competition or selection procedure as provided for by the Staff Regulations of Officials or the Conditions of Employment of Other Servants, to a recruitment interview or to a pre-employment medical examination (hereinafter 'tests, interviews or examinations').

These provisions shall not apply to:

- persons invited with a view to their being recruited as parliamentary assistants (accredited or local);
- persons invited with a view to their being recruited as political group staff;
- officials and other servants covered by the Staff Regulations of Officials or the Conditions of Employment of Other Servants who are invited to tests, interviews or examinations as part of or following an internal competition or to an interview in connection with their request to change their place of employment within Parliament, provided that they are entitled to reimbursement of mission expenses.

TRAVEL EXPENSES

Article 2

1. No travel expenses shall be reimbursed if the distance between the place of residence and the place of attendance is 200 km or less.
2. If the distance between the place of residence and the place of attendance is more than 200 km, travel expenses shall be reimbursed on presentation of the original ticket. The cost of a train, long-distance coach or boat ticket shall be reimbursed on the basis of the cost of a second-class ticket or equivalent.
3. If the distance between the place of residence and the place of attendance is more than 500 km, the candidate shall be authorised to travel by air. This threshold shall not apply if the journey involves a sea crossing. Reimbursement shall be effected on the basis of the economy-class fare, on presentation of the original air ticket and boarding cards.

4. If a means of transport other than those referred to in paragraphs 2 and 3 above is used, Parliament shall make a flat-rate contribution in accordance with the following scale:

Geographical distance between the place of residence/location of the current employer and the place of attendance (in km)	Flat-rate amount applicable (in euros) for a return journey
201 – 300 km	100
301 – 500 km	120
501 – 1000 km	180
1001 – 2000 km	240
2001 – 3000 km	300
> 3001 km	360

The 'geographical distance' between the two places shall be taken to mean the great-circle distance between them, determined on the basis of their geographical coordinates (latitude and longitude) as set out in a relevant database chosen by Parliament.

5. A flat-rate contribution of EUR 20 per invitation, with no requirement to submit supporting documents and irrespective of the distance involved, shall be paid to cover short journeys to or from the point of departure or arrival of the long-distance means of transport referred to in Article 2(2) and (3).

Article 3

The geographical distance (outward journey) between the current place of residence and the place of attendance shall be calculated by Parliament on the basis of the address given in the letter of invitation. Parliament may ask the candidate to prove that the address given is in fact his/her current place of residence.

If the candidate is temporarily resident at another address, Parliament may send the invitation to that temporary address, which shall serve as the basis for calculating the contribution to travel expenses.

If the place of residence and the location of the current employer are different, or in the event of a dispute concerning the address to be used when calculating the contribution, the shorter distance as calculated by Parliament shall be used.

If the place of residence or the location of the current employer are situated outside the territory of the European Union, the contribution to travel expenses shall cover only the distance from the capital of the European Union Member State which is closest to that place.

SUBSISTENCE EXPENSES

Article 4

1. A flat-rate contribution to accommodation expenses of EUR 100 per night shall be paid if the place of residence/location of the current employer is situated at a geographical distance of more than 200 km from the place of attendance and provided that the candidate had to spend one or more nights at the place of attendance as a result of incompatibility between the timetable given on the letter of invitation and transport timetables. The candidate shall be required to provide a written explanation substantiated by supporting documents.

2. The amount of the flat-rate contribution to accommodation expenses may not exceed EUR 300. It shall be paid on presentation of supporting documents in the form of a hotel bill drawn up in accordance with the applicable tax legislation.

CANDIDATES WITH SPECIFIC NEEDS

Article 5

On the basis of a substantiated request submitted in advance, Parliament may grant candidates with specific needs reimbursement of additional expenses actually incurred which are directly linked to their personal circumstances and not covered by the arrangements outlined above. In that event, the candidate and any accompanying persons must undertake their journey using the cheapest possible ticket, taking due account of the candidate's specific needs. Each application for reimbursement shall be considered individually.

FINAL PROVISIONS

Article 6

Candidates to whom these provisions apply must complete the reimbursement and/or flat-rate contribution form supplied by the relevant department and attach all the requisite supporting documents, i.e. (a) a copy of the letter of invitation to attend and the original of the certificate of attendance at the tests, interview or medical examination, (b) the original tickets showing the amount actually paid, (c) the original or electronic boarding cards in the event of travel by air, (d) the Legal Entity sheet, completed, dated and signed by both the account holder and a representative of the bank (the bank representative's signature may be replaced by a bank statement printed on the bank's headed paper giving the name of the account holder and the IBAN/BIC/SWIFT references).

The full file making up the application for a contribution to travel and/or subsistence expenses, accompanied by all the original supporting documents required, must reach Parliament's Talent Selection Unit at the latest three months after the date of the tests, interviews or examinations. If the file is sent by post, the date of despatch shall be taken as the date of submission. Once that deadline has passed, no further files will be accepted. Any application which is not submitted in accordance with these provisions shall be rejected.

Article 7

Payment of sums due in application of the above rules shall be made by bank transfer in euros, or in the currency of the country of residence.

The monthly conversion rates drawn up by Parliament for that purpose shall be used for any currency conversion.

Article 8

Candidates are insured against accidents for the duration of their journey and their stay.

Article 9

These provisions shall come into effect on 1 March 2019. They cancel and replace the provisions of 22 June 2015 on the financial contribution to the travel and subsistence expenses of persons invited to attend oral tests as part of a competition or selection procedure, an interview or a medical examination and the provisions of 15 May 2002 on the contribution to the travel and subsistence expenses of candidates invited by the European Parliament to sit written tests as part of a competition or selection procedure.

Done at Brussels, 6 February 2019

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Director-General of Personnel