

**DECISION NO 17/2013**

**BY THE EUROPEAN INSTITUTE OF INNOVATION AND TECHNOLOGY (EIT)**

**Of 6 May 2013**

**ADOPTING PROVISIONS ON A FINANCIAL CONTRIBUTION TOWARDS  
TRAVEL AND SUBSISTENCE EXPENSES FOR PERSONS INVITED TO AN INTERVIEW OR TO A  
MEDICAL EXAMINATION**

Having regard to Regulation (EC) No 294/2008 of the European Parliament and of the Council of 11 March 2008 establishing the European Institute of Innovation and Technology (hereinafter "EIT Regulation").<sup>1</sup>

Having regard to Decision of Governing Board of the EIT of 20 April 2009 adopting the Financial Rules of the European Institute of Innovation and Technology (hereinafter referred to as "the Financial Rules of the EIT") and its amendment of 16 December 2012;

Having regard to the European Commission Internal Directive 252/08 setting out the provisions on a financial contribution towards travel and subsistence expenses for persons invited to the oral tests of an open competition or other selection procedure, to an interview or to a medical examination;

Having regard to the Rules on the contribution to travel and subsistence expenses of candidates invited to sit tests in a selection procedure organized by EPSO;

Whereas,

- (1) EIT organizes interviews and medical check-up with a view to possible recruitment.
- (2) EIT applies the rules laid down in the Commission Internal Directive 252/08 setting out the provisions on a financial contribution towards travel and subsistence expenses for persons invited to the oral tests of an open competition or other selection procedure, to an interview or to a medical examination;
- (3) Due to certain specifics of the EIT, it is necessary to adjust the rules mentioned in paragraph 2 to the needs of the EIT.

HAS DECIDED AS FOLLOWS

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<sup>1</sup> OJ L 97/1 of 9.4.2008

**Article 1**  
**General Provisions**

A financial contribution to travel and subsistence expenses of candidates invited to an interview or to a medical examination in a selection procedure organized by the EIT shall be made in accordance with the provisions set out below.

**Article 2**  
**Travel Expenses**

1. Travel expenses shall not be reimbursed where the distance between the place of residence or the current place of employment and the place of the test and/or interview or of the medical examination specified in the letter of invitation is 150 km or less.
2. Where the distance between the place of residence or the current place of employment and the place specified in the letter of invitation exceeds 150 km, calculation of the reimbursement shall be based on:
  - the cost of a second-class rail fare (on presentation of the original return ticket), and:
    - a. where the journey includes not less than six hours of night travel between 22.00 hours and 07.00 hours, the cost of a sleeper, or where the journey includes night travel of less than six hours between 22.00 hours and 07.00 hours, the cost of a couchette,
    - b. the cost of the necessary seat reservations and transport of luggage as well as supplements for special fast trains on presentation of the originals of the relevant tickets and/or vouchers.
3. The cost of travel by ship shall be reimbursed for the class corresponding to second-class rail.
4. Where a means of transport other than those specified in paragraphs 2 and 3 above is used, reimbursement shall be based on an allowance per kilometre calculated according to the cost of second-class rail travel by the shortest and most economical standard route, as set out below:

EUR 0.12 per kilometre from 1 to 1000 kilometres,  
EUR 0.08 per kilometre for the part from 1001 to 10 000 kilometres,  
EUR 0.00 above 10 000 kilometres.

No reimbursement will be granted for fees for car rental, parking fees or any additional costs related to means of transportation by car (e.g. toll roads, vignettes)

5. Where the distance by rail between the place of residence or the current place of employment and the place specified in the letter of invitation exceeds 500 km or where the route includes a sea-crossing, candidates shall be entitled to travel by air. Reimbursement shall be based on the most economical air fare on presentation of the original ticket and the boarding cards.

Most economical air fare means a direct flight in economy class with appropriate arrival and departure times in view of the candidate's participation in a selection procedure or medical

examination. In the absence of a direct flight, the most direct connection should be used, i.e. a connection with fewest stops possible and at airports as close as possible to the place of the test and/or interview or of the medical examination.

A candidate, who decides to take a different route or opts for extended stay, can only be reimbursed provided that he/she shows that the deviation from the standard route had no adverse economic effect and that the itinerary chosen was still in accordance with the principle of the most economical air fare. For this reason a price comparison shall be provided.

6. "Distance" means the distance (one way) between the two locations as calculated by EIT on the basis of the tools used in the European institutions.

### ***Article 3***

#### ***Candidates with disabilities or special needs***

In order to avoid exceptional hardships and on the explicit and justified request by the candidate, the Director may allow derogation from the above rules, in particular cases for candidates with disabilities or special needs and may grant additional sums as the contribution, up to a maximum of the double amount the candidate would have been entitled to.

### ***Article 4***

#### ***Place of departure / return***

1. The place of residence or the current place of employment from which travel costs are reimbursed shall be that mentioned by the candidate in his/her Application for reimbursement.
2. In case a candidate decides to depart from or return to a place different than the place of residence or current place of employment, he/she can be reimbursed provided that this deviation has no adverse economic effect and that the itinerary chosen is still in accordance with the principle of the most economical fare. For this reason a price comparison shall be provided.

Where the place of residence or the current place of employment is outside the territory of the European Union, travel expenses shall be reimbursed up to the threshold of maximum 1.000 EUR for the travel expenses (e.g. flight tickets).

3. If the place of residence and the current place of employment are in the same country the place of residence will be taken as the point of departure. If the place of residence and the current place of employment are in different countries the shortest distance to the venue as calculated by EIT will apply.

## ***Article 5***

### ***Subsistence Expenses***

1. A daily subsistence allowance of EUR 25 shall be granted where the distance between the place of residence or the current place of employment and the place specified in the candidate's letter of invitation is more than 50 km. It shall only be paid in respect of the day(s) on which the tests, interview(s) or medical examination is/are held, subject to the provisions set out in the second subparagraph of paragraph 2 below. The daily subsistence allowance is paid as a flat rate allowance covering daily expenses such as meals, public transport, etc.
2. An accommodation allowance of EUR 100 per night shall be granted where the distance between the place of residence or the current place of employment and the place specified in the candidate's letter of invitation is more than 150 km. This allowance shall be granted in cases where the candidate has to stay one or more nights because of incompatibility between the times specified in the letter of invitation and transport timetables. It shall be paid upon presentation of an original hotel invoice. The accommodation allowance is paid as a flat rate allowance covering the overnight stay and other daily expenses such as meals, public transport, etc.

However, if the candidate receives an accommodation allowance for one or more nights, he shall not be entitled to the daily allowance mentioned in paragraph 1.

3. If, by staying in the place specified in his/her letter of invitation, the candidate who is entitled to reimbursement of a return air fare would be able to obtain the best-priced fare, he/she shall be entitled to reimbursement of the fare (on presentation of the ticket) and to an accommodation allowance of EUR 100 per night spent at the above place, provided that the total cost to the institution is less than the sum of the normal "full-fare economy" return ticket and the accommodation allowance (or daily allowance) to which the candidate would normally have been entitled. For this reason a price comparison shall be provided.
4. The total amount of the accommodation allowance granted to the candidate may not exceed EUR 400.
5. The daily subsistence allowance or the accommodation allowance to which the candidates are entitled shall be increased by EUR 10 to cover the risk of accident for the duration of their journey and their stay, as referred to in Art.8.

## ***Article 6***

### ***Form and supporting documents***

In order to benefit from the contribution, the candidate is obliged to fill in and sign the form in Annex 1 (the travel reimbursement claim form) as well as the Legal entity and Financial identification forms and send them to the EIT within 30 days from the date of the interview / medical examination. As a proof of travel the candidate should attach the supporting documents that are indicated as necessary for payment. Incomplete forms or files with missing supporting documents will not be processed.

**Article 7**  
**Payments**

1. Payment of the sums due under these rules shall be made by bank transfer in euros or in the currency of the country where the place of residence/place of current employment is situated. Amounts shall be converted by means of the monthly conversion rates fixed by the Commission for the purpose.
2. Payments to accounts outside the Euro-zone may be subject to exchange rate variations and the account holder will be subject to shared costs for the bank charges.
3. False declarations in order to receive the financial contribution might lead to the exclusion of the candidate from the selection procedure.

**Article 8**  
**Accident cover**

1. The candidate shall be responsible for being covered against risk of accident for the duration of their journey and their stay.
2. The EIT shall not be liable for any material, non-material or physical damage suffered by the invited candidate in the course of their journey to or stay in the place where the interview/medical examination is held, unless such harm is directly attributable to the EIT. In particular, invited candidates, who use their own means of transport for travelling to such interview/medical examination shall be entirely liable for any accidents that they might cause.

**Article 9**

This Decision shall be communicated to the candidates concerned and shall enter into force on the day of its signature.

Done at Budapest, on 6th May 2013.

*For the EIT*

*signed*

*José Manuel Leceta*

*EIT Director*