



INFORMACIONES ADMINISTRATIVAS
MEDDELELSER FRA ADMINISTRATIONEN
VERWALTUNGSMITTEILUNGEN
ΔΙΟΙΚΗΤΙΚΕΣ ΠΛΗΡΟΦΟΡΙΕΣ
ADMINISTRATIVE NOTICES
INFORMATIONS ADMINISTRATIVES
INFORMAZIONI AMMINISTRATIVE
MEDEDELINGEN VAN DE ADMINISTRATIE
INFORMAÇÕES ADMINISTRATIVAS
HALLINNOLLISIA TIEDOTUKSIA
ADMINISTRATIVA MEDDELANDEN

Spécial COMMISSION TOUS LIEUX D'AFFECTATION



EUROPEAN COMMISSION
DIRECTORATE-GENERAL IX
PERSONNEL AND ADMINISTRATION
Rights and Obligations
Remuneration and Reimbursement of Expenses
Missions

ADDENDUM

Guide to Missions 1995-96

The new Guide to Missions was adopted by the Commission on 11 October 1995.

Since then a number of changes have been made to internal procedures which make it necessary to amend the Guide.

Various important items of information have also been included at the request of the financial authorities.

This Addendum therefore supersedes the corresponding provisions of the Guide as circulated recently. We would suggest that you attach it to the Guide and mark the paragraphs in the original text that have been amended.

The information contained in the Guide and the Addendum is also available on Europa Plus.

BEFORE DEPARTURE (p 6)

TRAVEL ORDER
SIGNED BY
APPROPRIATE AUTHORITY*

If an advance is requested*

To be sent to Advances Office at least **four days** before departure"
BXL: ORBNO/09
BU 1 -1/185
LUX: JMOA1/108

If no advance is requested*

To be sent to Missions Office
BXL: SC27 04/36
LUX: JMO A1/108

licJsej*

To be ordered from a Commission-approved travel agency

ON RETURN

Within two weeks

**REIMBURSEMENT
OF ANY PART OF
ADVANCE UNUSED**

BXL: ORBN 0/09
LUX: JMOA1/103

Within four weeks

**STATEMENT OF
EXPENSES SIGNED
BY APPROPRIATE
AUTHORITY '**

To be sent to Missions Office
BXL: SC27 04/36
LUX: JMO A1/108

accompanied by

all tickets used
boarding cards
all supporting documents

**EXPENSES WILL ONLY BE REIMBURSED IF STATEMENT IS PRESENTED
WITHIN TWELVE MONTHS.**

(*) For details see *Guide* proper.

(**) It is very important that the request reaches the Advances Office in time.

Applications for travel orders (p.7)

DECISION (travel ordert: (1) (2)

MISSIONS CARRIED OUT		MISSION ORDER (3) SIGNEDBY	MAYBE SUBDELEGATED TO	
TO	BY			
IN THE EUROPEAN UNION	Chefs de cabinet and officials and other servants assigned to Members' Offices	Chefs de cabinet	Directors for officials and other servants assigned to their administrative unit	
	The Secretary-General, Directors-General/ Heads of Department and officials and other servants assigned to their administrative unit	The Secretary-General, Directors-General/ Heads of Department		
	Drivers	Director-General of DGIX		One or more DG IX officials at the level laid down in Article 4 of the Internal Rules for the Implementation of the General Budget
	Interpreters	Director-General of the SCIC		One or more SCIC officials at the level laid down in Article 4 of the Internal Rules for the Implementation of the General Budget
	The Chairman of the Central Staff Committee and officials assigned to the Central Staff Committee and Local Staff Committees acting on their behalf	Director-General of DGIX		Chairman of the Central Staff Committee
OUTSIDE THE EUROPEAN UNION	Chefs de cabinet, Secretary-General, Directors-General, Heads of Department	Members of the Commission for the areas for which they are responsible	Directors for officials and other staff assigned to their administrative unit	
	Officials and other servants assigned to their Office, to the Secretariat-General, to the Directorate-General or Department	Chefs de cabinet, Secretary-General , Directors-General, Heads of Department		

OTHER CASES	<p>Officials and other servants working for the Consultative Committee Secretariat</p> <p>Heads of offices in the Community and officials and other servants assigned to their office only for:</p> <ul style="list-style-type: none"> - missions in the countries covered by the office - missions to Brussels <p>Head of the Ispra Individual Rights, Sickness Fund, Social Activities and Legal Matters Unit (DG IX) and the officials and other staff assigned to that Unit for missions within Italy and to Brussels and Luxembourg</p>	<p>Chairman of the Consultative Committee (Article 18 of the ECSC Treaty) QI Secretary-General of the Commission</p> <p>Heads of offices in the Community</p> <p>Head of the Ispra Individual Rights, Sickness Fund, Social Activities and Legal Matters Unit (DG IX)</p>	
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- (1) Similar expenditure charged to other budget headings is covered by the same rules.
- (2) In the case of similar expenditure charged to other budget headings DG IX is subdelegated as administering and authorizing department for payments.
- (3) **Including authorization of requests for supplementary hotel payments or for reimbursement of taxi fares.**

Consultation procedure (p 8)

Officials being sent on mission to a country outside the European Union must first inform the Directorate-General responsible for the geographical area concerned

DG I	DGIA	DG IB	DG VIII
Australia	Albania	Afghanistan	Angola
Canada	Armenia	Algeria	Anguilla
China	Azerbaijan	Argentina	Antigua & Barbuda
France - OECD	Belarus	Bahrein	Amba
Hong Kong	Belgrade	Bangladesh	Bahamas
Japan	Bosnia-Herzegovina	Bhutan	Barbados
Macao	Bulgaria	Bolivia	Belize
New Zealand	Croatia	Brazil	Benin
South Korea	Cyprus	Brunei	Botswana
Switzerland (WTO)*	Czech Republic	Burma	British Virgin Islands
Taiwan	Estonia	Cambodia	Burkina Faso
USA (Washington and elsewhere)	Georgia	Chile	Burundi
	Hungary	Colombia	Cameroon
	Iceland	Costa Rica	Cape Verde
	Kazakhstan	Ecuador	Cayman Islands
	Latvia	Egypt	Central African Republic
	Lithuania	El Salvador	Chad
	Malta	Gaza	Comores
	Moldava	Guatemala	Congo
	Mongolia	Honduras	Côte d'Ivoire
	Norway	India	Djibouti
	Poland	Indonesia	Dominican Rep
	Romania	Irak	Dominica
	Russia	Iran	Equatorial Guinea
	Slovakia	Israel	Eritrea
	Slovenia	Italy (FAO)	Ethiopia
	Tajikistan	Jordan	Fiji
	Turkey	Kuwait	French Polynesia
	Turkmenistan	Laos	French Guiana
	Ukraine	Lebanon	Gabon
	USA (New York)	Libya	Gambia
	Uzbekistan	Malaysia	Ghana
		Maldives	Greenland
		Mexico	Grenada
		Morocco	Guadeloupe
		Nepal	Guinea
		Nicaragua	Guinea-Bissau
		Oman	Guyana
		Pakistan	Haiti
		Panama	Italy (FAO)
		Paraguay	Jamaica
		Peru	Kenya
		Philippines	Kiribati
		Puerto Rico	Lesotho
		Qatar	Liberia
		Saudia Arabia	Madagascar
		Singapore	Malawi
		Sri Lanka	Mali
		Switzerland («)	Martinique

DG I	DO IA	DG IB	DG VIII
		Syria Thailand Tunisia United Arab Emirates Uruguay Venezuela Vietnam West Bank Yemen	Mauritania Mauritius Mayotte Montserrat Mozambique Namibia Netherlands Antilles New Caledonia Niger Nigeria Papua New Guinea Reunion Rwanda Saint Helena Saint Kitts & Nevis Saint Lucia Saint Pierre and Miquelon Saint Vincent & the Grenadines Samoa São Tome & Principe Senegal Seychelles Sierra Leone Solomon Islands Somalia South Africa Sudan Surinam Swaziland Switzerland(*) Tanzania Togo Tonga Trinidad & Tobago Uganda Vanuatu Walhs & Futuna Zaire Zambia Zimbabwe

Switzerland * depending on the purpose of the mission

A copy of the travel order should be sent for approval to

- DG I Mr P Soldait
 B 28 07/164 Tel 90170 Fax 55413

- DG IB Mr J Luis Sanudo
 SC 14 02/74 Tel 56060 Fax 62316

- DG IA Ms R Stern
 MO 34 06/96 Tel 52697 Fax 68093

- DV VIII Mr W Hanna
 G 12 03/5 Tel 92766 Fax 92910

Advances on mission expenses (p. 10)

1. *Preparation*

Brussels

ORBN 0/9, tel: 57797/60591

Office hours
from 0900 hours to 1200 hours
and
from 1400 hours to 1600 hours

BU-1 -1/185, tel: 94431
(for the Beaulieu and Triomphe
complexes)

5. *Cases where advances are not payable*

- for missions of less than 12 hours

Approved travel agencies (p. 14)

"... staff going on mission must, except in exceptional circumstances, order their ticket from ..."

N.B.: the travel agency ECRIA stopped working for the Commission on 1 January 1995
(see Annex H, p. 42).

Travel by air

Airport transfers and taxes (p. 16)

"Airport transfers are reimbursed" ... at the specific request of the member of staff concerned."

Taxis (p. 17)

Taxi fares will also be reimbursed without special authorization in the following cases:

- in Brussels and Luxembourg:
trains leaving before 0800 hours and arriving after 2300 hours,
up to a maximum of BFR 250;
- at the place of mission: flights leaving before 0900 hours and arriving after 2100 hours;-

Accommodation

Missions to countries in the Union (p.20)

For *other grades*:

"..., provided this difference is not less than 10% of half the daily allowance."

Missions lasting four weeks or more (p.22)

In these special cases where the daily allowance may be reduced by a quarter, the member of staff concerned should consult the authorizing officer or the Missions Office to check the amount allocated.

Provision of meals and/or accommodation (p.23)

"Where the statement 'no expenses' or 'all expenses paid' is entered on the travel order, no reimbursement will be made **and no statement of expenses is required**".

In the case of seminars, conferences, etc.. any meals and/or accommodation included in the programme provided free of charge will be automatically deducted from expenses when payment is made (unless the member of staff concerned has received notification to the contrary approved by the authorizing officer:).

Short-haul missions (p.23)

"An application for a travel order must still be submitted, but solely ... **In such cases no statement of expenses is required.**"

Statements of expenses (p.26)

Staff are reminded that they must submit a statement of expenses to the paying department (see page 5) **within four weeks of the last day of their mission** (see *Guide to Missions*, section-IX, page 26) so that the amount due can be calculated.

Failing this, the department responsible will be obliged to initiate the procedure to recover any advance paid and the cost of tickets issued from the member of staff.

Travel insurance (p.29)

Staff are reminded that the general insurance contract taken out with Europ Assistance covers **officials and other servants, national experts on detachment and Members of the Commission serving in Brussels or Luxembourg on mission in all countries except their country of employment with effect from 1 September 1994.**

IMPORTANT: Exceptions/Exemptions

All requests for exceptions/exemptions must be accompanied by supporting documents and Approved by the authorizing officer for the mission (incomplete applications will be refused