

ANNEX

GUIDE TO MISSIONS

**FOR OFFICIALS AND OTHER SERVANTS
OF THE EUROPEAN COMMISSION**

Adopted by Commission Decision of

The previous Decisions adopted by the Commission

ARE HEREBY REPEALED

This Guide to Missions replaces the one adopted by Commission Decision of 23 May 2003

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INTRODUCTION

For many of us, going on mission is an integral part of our working life. Every year there are more than 80 000 missions, representing the Commission's interests around the world.

The provisions of this Guide apply to missions by Commission staff. Extra provisions may, if necessary, be adapted for staff in locations other than Brussels, Luxembourg and JCR sites.

This new Guide contains the provisions on rationalisation and simplification introduced under the administrative reform.

Mission expenses, which are the same for all staff, cover breakfast, the two main meals and sundries (up to 25% of the allowance). There is an *ad hoc* ceiling on accommodation expenses, subject to the submission of supporting documents.

The responsibilities of authorising officers and staff going on mission have been simplified and reinforced, in particular by means of a more consistent application of the criterion of cost effectiveness in the interest of the service.

The rules on the use of business class have been rationalised and this class is now authorised for all segments involving at least four hours continuous flying time.

There is provision for an extension of the use of taxis for early-morning departures (before 8.00 by rail and 9.00 by air) and late returns (after 20.00 by air and 21.00 by rail). Otherwise, the use of the bus shuttle service, where appropriate in combination with a taxi, is recommended.

Tiring journeys are defined as those involving a time difference of more than four hours. This gives the right to a day's rest at the place of mission before meetings begin.

The rules provide for the generalised use of credit cards. This will facilitate the payment of expenses during missions and provide increased "insurance/assistance" cover.

The amended system will make it easier to organise and carry out missions, while at the same time providing the necessary flexibility, all within a clear legal and budget framework.

DEFINITIONS

- The member of staff going on mission: with the help of the travel agency, and where necessary the Missions office, the person carrying out the mission is required to present a mission programme to his or her immediate superior and authorising officer which best meets the professional requirement in terms of cost effectiveness. He or she must, in particular, inform the authorising officer of any possible alternatives, in terms of means of transport, the conditions and tariffs applicable, the price of the proposed travel and travelling time so that the authorising officer can give informed consent. Priority should be given to public or shared transport in view of its low environmental impact. The person on mission must also inform the authorising officer of the cost of any detours or parts of the journey made for private reasons, which must be paid directly to the agency.
- The immediate superior: decides on the political and administrative appropriateness of the mission.
- The authorising officer: confirms the political and administrative appropriateness of the mission and approves the costs involved, confirming that the mission programme will best achieve the objectives in terms of cost efficiency, taking account, among other things, of the means of transport to be used, the travel time, the terms of fares and the interests of the service.
- The authorising officer by subdelegation for payments (PMO): it is this person's duty to inform the authorising officer in good time of any matter of importance which might compromise sound financial management of appropriations. They may therefore ask the authorising officer to review his/her decision and, where appropriate, to reconfirm it giving reasons.
- The travel agency is required to provide the member of staff travelling on mission with all the information necessary for organising the trip in the most cost-effective manner in the interests of the service and to issue transport tickets at the best available market price. The agency should demand payment directly by the member of staff going on mission for all additional costs relating to any detours or parts of the journey made for private reasons.

BEFORE DEPARTURE

Note: you are advised to consult the “Missions” website.

TRAVEL ORDER
SIGNED BY APPROPRIATE
AUTHORISING OFFICER*

<u>Travel order</u>	<u>Tickets</u>
Original to be sent before departure to the Missions Office.	To be ordered from the approved travel agency.

ON RETURN

STATEMENT OF EXPENSES
SIGNED BY IMMEDIATE
SUPERIOR AND, WHERE
APPROPRIATE, THE
AUTHORISING OFFICER

To be sent to the Missions
Office

accompanied by:

- all tickets used
- boarding cards
- all supporting documents

**STATEMENTS OF EXPENSES MUST BE SUBMITTED FOR REIMBURSEMENT
WITHIN A MAXIMUM OF SIX MONTHS OF RETURN FROM MISSION.
DECLARATIONS SUBMITTED AFTER THAT DEADLINE MUST BE
ACCOMPANIED BY A DULY SUBSTANTIATED SPECIAL REQUEST FOR AN
EXCEPTION SIGNED BY THE AUTHORISING OFFICER.**

1. TRAVEL ORDER

Travel orders are administrative documents authorising staff to travel outside their place of employment to meet the requirements of the service. They should contain full details of the planned mission. They must specify in particular the purpose and programme of the mission, itineraries, the means of transport used, the tariff communicated and, where appropriate, the conditions applied, the expected cost, any detours or parts of the journey made for private reasons and the additional costs. They must in all cases provide the authorising officer with the information required to sign them with full knowledge of the facts.

1.1. Submitting travel orders

The staff member going on mission must submit the travel order, duly signed by their immediate superior and the authorising officer, to the Missions Office at the place of employment before departure.

1.2. Signature

The procedures for signing travel orders are subject to the Internal Rules on the Implementation of the Budget of the European Communities, which may be amended each year, and to the Internal Rules of the Commission (in particular Article 24 laying down rules on deputising). Staff members going on mission, their immediate superiors and authorising officers must check these procedures in advance. They are updated regularly on IntraComm (<http://www.cc.cec/budg/lex/fr/droit/ri/index.htm>).

For missions borne by a Directorate-General other than that of the staff member concerned, travel orders should be signed by:

- the immediate superior in the member of staff's own Directorate-General, and
- the authorising officer in the Directorate-General which is responsible for the mission being carried out.

The signing of the travel order by the authorising officer entitles the staff member to reimbursement of the costs incurred within the regulatory limit in force.

1.3. Consultation procedure for missions outside the EU

Staff being sent on mission outside the EU must first obtain the agreement of the DG geographically responsible for the country concerned before submitting the travel order to the authorising officer for signature.

1.4. Passports and visas

The Protocol Service will provide staff travelling on mission with information concerning visas and other formalities required for entering and staying in the countries to be visited (information also available on the "Missions" site).

Where possible, this service will also obtain the visas. To do so, it must receive applications and passports at least eight days before the planned departure date (at least two weeks if several visas are required).

The passport must be valid for at least six months after the end of the mission (as required by most countries) and must contain a sufficient number of blank pages.

Staff in Luxembourg are asked to send visa applications to the Brussels office.

The cost of the visas only is reimbursed on presentation of supporting documents (the costs of obtaining a passport and other related sundry expenses, such as for photographs, are not eligible).

1.5. Authorising expenditure and exceptions

In accordance with the breakdown of responsibilities under the Charter of authorising officers by delegation (<http://www.cc.cec/budg/lex/fr/droit/ri-2003/anexe8-fr.pdf>) and the Charter of authorising officers by subdelegation (<http://www.cc.cec/budg/lex/fr/droit/ri-2003annexe9-fr.pdf>), authorising officers have to manage the resources for which they are responsible. To this end, they must evaluate whether or not missions and requests for exceptions submitted by staff going on mission are justified, and substantiate any exception to the general rules applicable (in accordance with Control Standard 18 - recording exceptions) having regard to the requirements of the service and in conformity with the principles of sound financial management, in particular economy and cost effectiveness, as defined in the Financial Regulation. They may, as authorising officers by subdelegation, consult the Missions Office.

Authorising officers by subdelegation for payments must inform the authorising officer in good time of any matter of importance which might compromise sound management of appropriations and draw the attention of the authorising officer to the different options allowing the needs of the departments to be met and to the costs involved in each case.

In practice, any request for an exception as regards travel costs, duly substantiated and signed by the authorising officer, must be sent as soon as possible, and before departure in any event, to the Missions Office in the place of employment. Requests for exceptions which have to be submitted after return from mission must be attached to the statement of expenses.

1.6. Registration fees for conferences, seminars, etc.

Registration fees for seminars, conferences or congresses etc. attended at the request of a Directorate-General in the interests of the service can be reimbursed.

Officials on mission should preferably pay such expenses on the spot using their corporate credit card.

Where direct payment of such expenses by the Commission is necessary, an application accompanied by the programme, registration forms and a copy of the travel order on which these fees are explicitly mentioned must be sent to the Missions Office at least six weeks before the start of the mission.

If there is no corporate credit card available and no direct payment by the Commission, PMO may grant an advance to cover the payment of registration fees on arrival (see 3.1).

The finalised programme and the detailed invoice must be attached to the statement of expenses.

Registration fees for seminars, conferences or congresses etc. for personal training purposes are not considered to be mission expenses and must be charged to the appropriations for “training courses and traineeships”.

Applications for the reimbursement of registration fees for conferences at the place of employment should be sent to the competent administrative unit.

2. CORPORATE CREDIT CARD

Staff going on mission may be provided free of charge with a credit card. Payments using the card are debited from the official's own account 60 days after they are made.

The Commission is jointly liable for expenditure incurred during a mission and for the purposes of that mission. It will not accept responsibility for expenditure incurred for private purposes.

A credit limit has been placed on corporate use of the card. This limit may be increased temporarily on application by the card holder, stating reasons, to the Heads of Units PMO.2, PMO/5 or PMO/6 depending on the place of employment.

When mission expenses incurred using the corporate credit card are reimbursed, the exchange rates applied are automatically increased by a certain percentage (currently 1.4%) to ensure that staff are paid an amount approximating as closely as possible to that debited by the credit card company.

3. ADVANCES ON MISSION EXPENSES

Where the particular nature of a mission justifies it, PMO may exceptionally grant an advance on application by the staff member going on mission. The application, accompanied by the travel order, must be countersigned by the authorising officer. The advance is to be paid within seven calendar days into same bank account as the person's salary.

3.1. Expenses covered by the advance

Advances are intended to cover expenses at the place of mission. A maximum of 80% of the estimated total amount payable in daily allowances and accommodation costs.

Travel expenses are not normally covered by an advance, since tickets can be issued by the Commission's approved travel agency, unless that agency is unable to provide the ticket(s) requested (in which case a statement from the travel agency is required before the advance can be paid).

Registration fees for seminars, congresses etc. requested by a Directorate-General in the interests of the service may be included in the advance, in duly substantiated special cases, at the request of the staff member concerned and on presentation of supporting documents, if such costs have to be paid at the place of mission (see 1.6.).

3.2. Advances not used

If an advance has been paid to a member of staff for a mission that has subsequently been cancelled, the amount of the advance is to be automatically deducted from a subsequent salary payment.

4. TICKETS AND TRAVEL EXPENSES

4.1. General rules

Officials travelling on mission must use the most appropriate and cost-effective means of transport for achieving the purposes of the mission in the interests of the service. As far as possible, public or shared transport should be used taking account, among other things, of the environmental impact. Reimbursement for the use of a car for personal reasons may be authorised only in special cases and for compelling reasons (for example, inability to travel by plane certified by a doctor): in other cases, reimbursement will be limited to the cost of the most appropriate and cost-effective means of transport, taking account of the times of meetings and the interests of the service.

All travel is deemed to start at the place of employment. Staff going on mission are directly responsible for any detours made for private reasons, including departures from and/or returns to any other place, and must indicate such detours and pay the excess cost involved directly to the agency at the time of booking.

In any case, travel expenses incurred for the purposes of a mission are reimbursed exclusively on the basis of the cost of the most appropriate and cost-effective means of transport between the place of employment and the place of the mission. Reimbursement will take account of the times of meetings, and will be based on the best rates available from the preferential rates negotiated and other promotional fares available on the market through the approved travel agency.

4.2. Commission-approved travel agency (see Annex II).

The Commission is assisted by a travel agency so as to permit staff going on mission to organise their missions as efficiently as possible, order their tickets and other related services and obtain the best conditions available on the market.

The approved agency must provide any information, verbally or in writing, needed for the organisation of the mission and will deliver tickets and other documents as quickly as possible. Preference should be given to electronic ticketing.

Staff going on mission who use another travel agency will have travel expenses reimbursed up to the amount equal to the best rate available from the approved agency.

In duly substantiated cases of extreme urgency, staff who have been unable to order their ticket from the approved travel agency may have all travel expenses reimbursed on presentation of a special authorisation, stating reasons, granted by the authorising officer within the regulatory limit in force. In these specific cases, the necessary supporting documents (tickets, boarding cards, receipted bills, proof of payment) must be submitted.

If the agency is unable to issue tickets for 'low-cost' companies, which may provide an efficient solution for certain destinations, staff going on mission may make reservations and payment directly by Internet and claim reimbursement on their statement of mission expenses.

4.3. Travel by rail

General rules

Travel expenses are reimbursed for first-class travel by the shortest and most cost-effective route.

The following expenses can also be reimbursed on presentation of supporting documents:

- the cost of seat reservations;
- supplements for fast trains;
- supplements for accommodation in a single sleeper where the journey includes not less than six hours of night travel between 22.00 and 07.00.

4.4. Travel by air

(1) Air travel may be booked:

- (a) in economy class or equivalent, at the lowest available rates, taking into account the times of meetings and/or special features of the mission for all segments that involve less than four hours continuous flying time;
- (b) in business-class or equivalent, at the lowest available rates, taking into account the times of meetings and/or special features of the mission if the travel includes at least one segment involving at least four hours continuous flying time or where there is a physical need recognised by the Medical Officer of the Institution.

(2) Where the fare conditions require a weekend stay (Sunday rule), additional daily allowances may be paid where cost-effective.

The approved travel agency must provide the different rates available (including/not including a weekend stay) so that the member of staff going on mission, the immediate superior and the authorising officer can reach a decision with full knowledge of the facts. No one may be obliged to spend the weekend at the place of mission for the sole purpose of obtaining a cheaper ticket.

(3) Tiring journeys

Where a journey involves a time difference of more than four hours, a day's rest is to be allowed at the place of the mission before official engagements begin.

(4) First-class travel

Authorisation to travel first class or equivalent may be granted in exceptional circumstances by the authorising officer and in the following cases:

- when the member of staff is accompanying a Member of the Commission travelling first class;
- when the journey is deemed “tiring” in accordance with point 3 and business class is not available (fully booked or not on offer) and the mission is necessary and cannot be changed.

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Used tickets and original boarding cards must be attached to statements of expenses.

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(5) Travel by private plane

Authorising officers may authorise staff to travel by private plane. This may be reimbursed as follows:

- where the total journey both ways is less than 800 km: the cost of the train fare in the appropriate class;
- where the total journey both ways is over 800 km: the cost of a scheduled flight in the authorised class at the most competitive rate available.

Calculation of daily allowances must be based on actual travel time, provided this does not exceed the travel time on public transport.

If several persons travel together on the plane, only the owner of the plane is to receive travel expenses.

Staff authorised to use a private plane for personal reasons when on mission are reminded that they remain fully liable for any accidents to the plane or to third parties. Under no circumstances can the Commission accept liability.

(6) Miscellaneous

- Transporting documentation by air:
Where heavy or bulky documentation has to be transported by air, an MCO (miscellaneous charge order) may be obtained for excess baggage on presentation of a duly substantiated request approved by the authorising officer and sent in advance to the Missions Office.
- Airport transfers and taxes:
Airport transfers are to be reimbursed on the basis of the cost of public transport, on application by the staff member, with no need for supporting documents. The cost of taxis or parking at airports may be reimbursed in line with the rules in 4.8.
Airport taxes are also to be reimbursed with no need for supporting documents.
- Requests for exceptions to the above general rules must be approved in advance by the authorising officer and sent before departure to the Missions Office, which will send them on to the approved travel agency.

4.5. Travel by car for professional reasons

The use of a car is authorised where this improves cost effectiveness or is necessary for professional reasons and particularly where the vehicle is shared by a number of colleagues.

Car hire

Hire cars must be reserved through the travel agency before departing on mission (see Annex III).

The application must be duly substantiated by the authorising officer and contain the following information:

- date and place of pick-up and return of the vehicle;
- name of the person hiring the vehicle;
- number of persons to be transported;
- the estimated distance in kilometres to be covered.

The application must be sent before departure to the travel agency, which is to choose:

- the hire company, depending on the country and the rates negotiated with the major car hire companies;
- the category of vehicle, depending on the country and the number of occupants.

Should it prove necessary to hire a car in the course of a mission, staff on mission may hire directly from one of the hire companies approved by the Commission. However, it is recommended that, where circumstances permit, staff should consult the travel agency regarding which company to use, depending on the country and the category of vehicle concerned. The authorisation procedure must be completed afterwards, and the application, signed by the authorising officer, attached to the statement of mission expenses, together with the invoice and proof of payment.

Private car

Where the use of a hire car would not provide a satisfactory solution (in particular for journeys between Brussels, Luxembourg and Strasbourg), the authorising officer may authorise staff to use their own car. In such cases, they will be reimbursed on the basis of the kilometre allowance, currently fixed at €0.22 per kilometre.

Other expenses (motorway tolls, parking, ferry crossings, etc.) can also be reimbursed on presentation of the corresponding supporting documents.

In all of the above cases, staff must indicate the registration number of their vehicle on the statement of mission expenses.

Official car

Within the general rules set out in 4.1, the use of official cars is subject to *ad hoc* provisions (see http://www.cc.cec/guide/transp_b/152.htm).

4.6. Travel by car for personal reasons

The use of a car for personal reasons may be authorised only in special cases and for compelling reasons (for example, physical inability to travel by plane certified by a doctor).

Travel expenses are to be reimbursed on the basis of the cheapest and most cost-effective rail fare available to the Commission for the journey, calculated on the basis of the shortest route, supplements excluded. If several people travel together in one car, only the person in charge of the car will receive travel expenses. In all cases, staff must indicate the registration number of their vehicle on the statement of mission expenses.

Where the use of a car for personal reasons lengthens the mission, daily subsistence allowances will be calculated on the basis of the duration of the shortest rail journey.

Staff authorised to use a car for personal reasons when on mission are reminded that they remain fully liable for any accidents to their car or to third parties. Under no circumstances can the Commission accept liability in respect of the use by staff of a car for personal reasons, whatever the reason for which they choose to use it.

In other than these authorised cases, travel expenses for the use of a car for personal reasons will be reimbursed up to a maximum of the cost of the most appropriate means of transport.

4.7. Travel by boat

The appropriate class and cabin supplements may be authorised in accordance with the needs of the service and in line with the length and cost of the trip.

4.8. Taxis - parking

The daily subsistence allowance is normally considered to cover all expenditure incurred by staff on mission. Expenses on taxis fares/parking up to the limit for sundries will not be reimbursed.

Exceptions

In the case of early departures (before 8.00 by rail and 9.00 by air) and/or late returns (after 20.00 by air and 21.00 by rail), transfers to airports or stations in the place of employment (including parking in the place of employment) and at the place of mission may be reimbursed as follows:

- without special authorisation, up to €30 each way. The use of a taxi from home to the nearest shuttle-bus stop may be an effective solution.
- following a duly substantiated application approved by the authorising officer, if the taxi/parking take the place of public transport and considerably shortens the duration of the mission and hence reduces the

cost (in Brussels and Luxembourg up to €60 to the airport and/or station, each way).

- In all other cases, transfers to and from the airport/station may be reimbursed on the basis of a duly substantiated application approved by the authorising officer, (in Brussels and Luxembourg up to €30 each way).

Supporting documents (duly completed) must always be attached to the statement of expenses.

Staff are reminded of the bus shuttle service that has been operating in Brussels between the European Quarter and the airport since 1 July 2001. This must be regarded as the preferred means of transport.

4.9. Unused tickets

If in the course of a mission a staff member does not use all or part of the tickets provided, the following rules must be observed and the approved travel agency consulted where necessary:

- rail tickets: tickets and reservations must be cancelled prior to departure at the departure station or through the approved travel agency. Where the journey has been interrupted, the tickets must be cancelled at the station where the journey is interrupted and the fact that they have not been used should be indicated on them.
- air tickets: reservations must be cancelled through the travel agency which issues the tickets or the airline company concerned as far in advance as possible. There are usually penalties for the cancellation of reduced-rate air tickets.

To reduce cancellation costs as much as possible, cancelled missions should immediately be notified to the approved travel agency in writing (fax, e-mail, etc.).

Unused or partially used tickets must be returned to the travel agency as quickly as possible. The documents concerned should be handed in to the travel agency in return for a receipt (do not send tickets by mail), which should be attached to the statement of mission expenses.

Where use has been made of electronic ticketing for air travel (e-tickets), the use of which is recommended, confirmation of cancelled travel plans and tickets should be sent to the travel agency in writing (preferably by e-mail). A copy of this confirmation must be attached to the statement of expenses.

If staff have not been able to cancel unused tickets, the application for reimbursement must be accompanied by a special request countersigned by the authorising officer.

5. DAILY SUBSISTENCE ALLOWANCES

(See tables in Annex I)

5.1. Calculation

Daily subsistence allowances are to be calculated as follows:

Length of mission:

- six hours or less: reimbursement of actual expenses (on production of supporting documents);
- more than six hours but not more than twelve hours: half the daily allowance;
- more than twelve hours, but not more than twenty-four hours: the daily allowance;
- more than twenty-four hours but not more than thirty-six hours: one and a half times the daily allowance;
- more than thirty-six hours but not more than forty-eight hours: twice the daily allowance;
- more than forty-eight hours but not more than sixty hours: two and a half times the daily allowance, and so on.

The daily allowance rates are subject to periodic review.

5.2. Expenses covered

The daily subsistence allowance is paid as a flat-rate amount and is considered to cover breakfast and two main meals, local travel, the cost of telecommunications, including fax and Internet, and all other sundries.

Staff must declare all meals or accommodation provided by or reimbursed by any of the EU Institutions or by another administration or third party. The corresponding deductions will be applied.

The daily allowance is to be reduced by 30% for each meal provided by others. The reduction for breakfast is 15%. The remaining 25% is considered to cover all other expenses.

Where no hotel bill is produced or where the staff member has to leave their place of employment before 07.00 or return to it after 24.00, a standard rate of 35% of the maximum hotel allowance is paid except where a staff member on mission has incurred sleeper costs or cabin supplements that are eligible for reimbursement or where accommodation has been provided.

5.3. Exceptions

Additional reimbursements may be made on submission of a duly substantiated application approved by the authorising officer and accompanied by supporting

documents where the total justifiable expenses exceed that part of the allowance intended to cover sundries (25%), for example:

- the costs of communications (telephone, mobile phone, fax, Internet, etc.) incurred for **official purposes** and approved by the authorising officer (**itemised** telephone bills with numbers and names of contact persons to be submitted identifying the official communications);
- other exceptional expenditure necessarily incurred in response to special instructions or on account of force majeure or in the interests of the service.

5.4. Expenses paid by organisers, accommodation and meals provided by others, missions without expenses

- (1) Missions where transport costs are paid by the organisers will be accepted only if the organisers provide prepaid tickets to staff going on mission. Only exceptionally, and on the basis of an explanatory note signed by the authorising officer, sent in advance to the Missions Office, may ticket reservations be made at the approved travel agency (in this case staff must obtain a *pro-forma* invoice from the agency and follow the instructions set out below).

In such cases, the full name and address of the other organisation, a copy of the official letter of invitation, the type of expenses covered and the amount and method of payment must be sent in with the statement of expenses, either by means of an attached note or by filling in the standard form intended for this purpose and available on the “Missions” website on IntraComm.

The information on this form will allow the financial sections in the different places of employment to draw up the adjusting recovery order or official debit note to be sent to the paying agency.

Should the mission not take place, the relevant Missions Office should be informed as quickly as possible so that the recovery procedure can be stopped and cancelled.

- (2) If a Community Institution or a non-Community organisation covers the costs of meals, accommodation and/or subsistence, this should be mentioned if possible on the travel order and without fail on the statement of expenses. In such cases, the daily allowance is to be reduced accordingly.

Any fees paid by the other organisation should be declared on the travel order and/or the statement of expenses (see 11).

- (3) Where the statement “without expenses” is entered on the travel order, no reimbursement is to be made.

If expenses are nonetheless incurred during the mission, the statement of expenses must be signed by the authorising officer to obtain reimbursement.

- (4) Where a seminar, conference or congress etc. is attended for which the Commission is to reimburse the costs, any meals/accommodation included in the programme will be automatically deducted from the allowances when the

statement of expenses is processed (except where otherwise specifically approved by the authorising officer). If the mission involves no cost to the member of staff concerned, no reimbursement will be made.

- (5) Where mission costs for transport and/or accommodation are paid by the organisers, the authorising officer must ensure that there is no potential conflict of interests and confirm this in writing in a note attached to the travel order. This rule shall not apply to personal invitations where the cost is not considered excessive (e.g. a meal reception). See also 11 below on “gifts”.

5.5. Long-stay missions

For long-stay missions (i.e. where the mission is expected to last at least four consecutive weeks in the same place), the authorising officer may reduce daily allowance rates by one quarter. Missions on “fellowships” are subject to special rules set out by the Training Unit of DG ADMIN in its administrative notices.

5.6. Short-haul missions

In principle, no payment will be made where a mission is to a place less than 50 km (one way) from the place of employment (calculated on the basis of the route by public transport), with the exception of travel costs.

An appropriate travel order and statement of travel expenses must be drawn up and sent to the Missions Office to cover the authorisation to leave the place of employment. If staff on such missions incur expenses other than travel costs, a statement of mission expenses must be submitted signed by the authorising officer and accompanied by supporting documents.

6. ACCOMMODATION

6.1. General rules

Staff going on mission must book their own accommodation, either directly or through the approved travel agency, taking into account the allowances to which they are entitled.

The bill must be attached to the statement of expenses and must state separately any breakfast taken.

6.2. Exceptions concerning hotel expenses

Where the cost of accommodation is more than the maximum limit, a duly substantiated application for special authorisation, signed by the authorising officer, should be attached to the travel order, or after the mission, to the statement of expenses.

The additional reimbursement should cover the difference between the price of the room without breakfast and the maximum hotel price allowed for the country concerned.

Even where special authorisation is granted, reimbursement of accommodation costs will be limited to €300 per night.

By special duly substantiated decision, the authorising officer may grant exceptions to the above provisions in exceptional circumstances in line with the breakdown of responsibilities set out in point 1.5 of this Guide.

6.3. Accompanied travel

Staff travelling accompanied and sharing a double room must ask for the single room rate to be indicated on the hotel bill. Failing this, 25% of the price of the double room will be deducted from the amount billed.

6.4. Cancellation

In the event of the cancellation, postponement or alteration of a reservation, staff must inform the approved travel agency or hotel chain concerned immediately in writing (fax or e-mail).

Where cancellation fees are due as a result of negligence on the part of the member of staff concerned, he or she will be liable for the expenses incurred, except in the case of a duly substantiated decision by the authorising officer.

7. LENGTH OF A MISSION

The length of a mission is calculated from the time of departure of the means of transport used to the time of its arrival on return to the place of employment.

Travel must be organised so that the mission lasts as short a time as possible given the means of transport used and is as cost-effective as possible.

The daily allowance is to be calculated on the basis of official published timetables, the starting and finishing times of meetings and the means of transport and type of tickets used.

If the city or town(s) of departure and/or arrival has more than one station located on the direct itinerary, the duration of the mission will be determined by the most cost-effective solution.

For calculating mission length, 30 minutes are automatically added to the departure and arrival times for journeys by train and two hours before take-off and after landing for journeys by air.

Staff going on mission cannot be obliged, either at the place of employment or place of mission (not including the extra time added for the purposes of calculating the allowances), to:

- leave their place of employment or place of mission before 07.00 (station or other transport type) or before 08.00 (airport);
- arrive at the place of mission after 21.00 (airport) or 22.00 (station or other transport type);
- arrive at the place of employment after 23.00 (airport, station or other transport type);
- the return journey must be commenced in principle:
 - in the case of travel by air, not more than three and a half hours after the end of the meeting;
 - in the case of travel by any other means of transport, not more than two hours after the end of the meeting.

If the duration of the journey is extended for personal reasons, substitute times (notional timetables) will be applied automatically.

The notional timetables will be calculated on the basis of the most appropriate and most cost-effective means of transport.

In the case of a one-day mission, the duration of the mission should not, in principle, exceed 12 hours; similarly, the total working day (on mission and at the office) on the day of departure and the day of return should not exceed 12 hours.

8. CHANGES TO A MISSION

8.1. Extension

Missions may have to be extended due to unforeseen circumstances.

If the length of the mission initially provided for on the travel order is extended and incurs payment of supplementary daily allowances, this should be indicated on the statement of expenses, which must be signed by the authorising officer.

8.2. Interruption

If a mission is interrupted by a weekend or non-working days and the member of staff returns to the place of employment:

- in the interests of the service: travel expenses will be reimbursed;
- for personal reasons: travel expenses will be reimbursed or the daily subsistence allowance paid, whichever arrangement is more cost-effective.

8.3. Changes to the dates of the mission

- If any changes relating to the dates specified in the original travel order are foreseen, staff must submit a new travel order.
- In all other cases, the mission dates must be altered in the statement of expenses on the terms laid down in point 8.1.

8.4. Cancellation

If a mission is cancelled, the member of staff must

- cancel the tickets and hotel reservations **immediately** in writing (e-mail, fax, etc.) either via the approved travel agency or by contacting the transport companies and hotels directly. Failure to do so will result in any costs incurred by the Commission being charged to the member of staff concerned (see 4.9);
- immediately send a copy of the travel order, or statement of expenses where relevant, to the Missions Office marked “CANCELLED”.

9. MISSIONS COMBINED WITH ANNUAL LEAVE, COMPENSATION OR REST DAYS AND INTERRUPTION OF ANNUAL LEAVE

For any mission combined with more than three days leave, the travel order must bear an *ad hoc* signature of the authorising officer against this item.

The following are considered days of leave:

- annual leave;
- special leave;
- days off by way of compensation, for instance under the flexitime scheme;
- if the mission is combined with leave, the travelling time normally needed to reach or return from the place of mission.

Rest days granted by the Commission on account of tiring journeys are not considered leave days.

9.1. Daily subsistence allowance

If the leave (taken at the place of mission or on the way between the place of employment and the place of mission) precedes and/or follows the mission, the daily subsistence allowances are calculated from the time at which the meetings actually begin and/or up until the end of the meetings. Where a reduced-rate fare requiring a weekend stay has been obtained, allowances will be calculated to take account of the extra days required by that type of fare, with the exception of working days and/or public holidays.

The following give entitlement to daily allowances:

- rest days granted by the Commission under the rules on tiring journeys;
- working days spent at the place of mission between meetings, provided that this does not generate additional outlay for the Institution.

The following do not give entitlement to daily allowances:

- days off by way of compensation under the flexitime scheme.

9.2. Interruption of annual leave to go on mission

Return travel between the place of leave and the place of mission is to be reimbursed in the same way as for an ordinary mission.

9.3. Interruption of annual leave to return to place of employment

If a member of staff is called back from annual leave to the place of employment, only travel expenses and allowances due for the travel time are to be taken into account.

Note: Rules on time off by way of compensation which may be granted within the context of missions and the scope of these rules are laid down in the Guide on flexitime published on IntraComm (Droits individuels/Congés/Horaires de travail).

10. STATEMENT OF EXPENSES

Staff returning from mission must submit a statement of expenses. The form must be signed by the immediate superior unless the original period on the travel order has been exceeded and incurs payment of supplementary daily allowances or where costs arise over and above those provided for on the travel order. In such cases, the statement of expenses must also be signed by the authorising officer. The statement must be sent immediately to the Missions Office in the place of employment.

Except in exceptional cases authorised by the authorising officer in accordance with 1.5, no reimbursement is to be made if the statement of expenditure is submitted more than **six months** after the date of return from mission and any advances and travel expenses are to be recovered from the staff member concerned.

Statements of expenses should be completed carefully and correctly. All supporting documents (tickets, boarding cards, hotel bills, records of official telephone calls, any special authorisations, etc.) should be attached. Any breach of these provisions will delay reimbursement of the expenses incurred.

The actual routes and departure and arrival times of the transport used should be indicated.

Staff who travel by car on mission should specify under “transport used” whether it was:

- their own car (in which case the registration number should be indicated);
- an official car;
- somebody else’s car (name of owner and registration number);
- a hire car.

11. GIFTS OR PAYMENTS OFFERED TO STAFF

The rules in this area are published and regularly updated on IntraComm.

In any event, any fees received must be declared (on the travel order and/or the statement of expenses) and will be deducted from the total mission expenses payable or from salary.

12. THEFT/ASSAULT WHILE ON MISSION

Staff are reminded that when travelling on mission they have sole responsibility for the safety of their personal effects and the money in their possession.

They should therefore take all possible precautions to limit the risk of theft, for example by not carrying more cash than is absolutely necessary.

Where necessary, staff may submit a claim under the travel insurance for a mission duly covered by a travel order sent to the Missions Office (see Annex IV “Travel insurance”).

ANNEXES

These Annexes contain extracts from legislative acts and information subject to amendment, which are reproduced here purely for INFORMATION PURPOSES.

They do not form an integral part of the Guide.

ANNEX I: MISSION ALLOWANCES

1. ARTICLE DAILY SUBSISTENCE ALLOWANCES FOR COUNTRIES IN THE EUROPEAN UNION

(Staff Regulations)

DESTINATION	Daily allowance in €	Maximum hotel price in €
Austria	74.47	128.58
Belgium	84.06	117.08
Cyprus	50.00	110.00
Czech Republic	55.00	175.00
Denmark	91.70	148.07
Estonia	70.00	120.00
Finland	92.34	140.98
France	72.58	97.27
Germany	74.14	97.03
Greece	66.04	99.63
Hungary	50.00	165.00
Ireland	80.94	139.32
Italy	60.34	114.33
Latvia	85.00	165.00
Lithuania	80.00	170.00
Luxembourg	82.00	106.92
Malta	60.00	115.00
Netherlands	78.26	131.76
Poland	60.00	210.00
Portugal	68.91	124.89
Slovakia	50.00	125.00
Slovenia	60.00	110.00
Spain	68.89	126.57
Sweden	92.91	141.27
United Kingdom	86.89	149.03

2. DAILY SUBSISTENCE ALLOWANCES FOR COUNTRIES OUTSIDE THE EUROPEAN UNION

(Commission Decision of 24 January 2002)

DESTINATION	Daily allowance in €	Maximum hotel price in €
Afghanistan	50	75
Albania	50	160
Algeria	85	85
American Samoa	70	135
Andorra*	68.89	126.57
Angola	105	175
Anguilla	75	140
Antigua and Barbuda	85	140
Argentina	75	210
Armenia	70	210
Aruba	80	185
Australia	75	135
Azerbaijan	70	200
Bahamas	75	115
Bahrain	80	195
Bangladesh	50	140
Barbados	75	140
Belarus	90	135
Belize	50	135
Benin	50	100
Bermuda	70	140
Bhutan	50	130
Bolivia	50	100
Bonaire	90	185
Bosnia and Herzegovina	65	135
Botswana	50	135
Brazil	65	180
Brunei	60	165
Bulgaria	70	205

DESTINATION	Daily allowance in €	Maximum hotel price in €
Burkina Faso	55	90
Burundi	50	115
Cambodia	50	115
Cameroon	55	105
Canada	65	165
Cape Verde	50	75
Cayman Islands	60	135
Central African Republic	60	80
Chad	65	145
Chile	70	175
China	55	155
Colombia	50	120
Comoros	50	85
Congo	70	115
Congo, Dem. Rep. of	105	140
Cook Islands	50	135
Costa Rica	50	140
Côte d'Ivoire	60	130
Croatia	60	120
Cuba	75	150
Djibouti	65	170
Dominica	75	140
Dominican Republic	60	170
East Timor	50	110
Ecuador	50	140
Egypt	65	140
El Salvador	55	125
Equatorial Guinea	60	85
Eritrea	50	80
Ethiopia	50	145
Fiji	50	120
French Guiana	55	140
French Polynesia	60	135

DESTINATION	Daily allowance in €	Maximum hotel price in €
Gabon	75	115
Gambia	50	120
Georgia	80	215
Ghana	70	140
Grenada	75	140
Guadeloupe	65	115
Guam	60	135
Guatemala	50	125
Guinea	50	135
Guinea-Bissau	50	90
Guyana	50	160
Haiti	65	125
Honduras	50	125
Hong Kong	60	205
Iceland	85	160
India	50	195
Indonesia	50	145
Indonesia - East Timor	50	110
Iran	55	145
Iraq	60	85
Israel	105	210
Jamaica	60	170
Japan	130	275
Jordan	60	135
Kazakhstan	70	175
Kenya	60	165
Kiribati	60	145
Kuwait	85	195
Kyrgyzstan	75	180
Laos	50	145
Lebanon	70	190
Lesotho	50	100
Liberia	85	150

DESTINATION	Daily allowance in €	Maximum hotel price in €
Libya	50	175
Liechtenstein	80	95
Macao	55	95
Macedonia, FYR of	50	160
Madagascar	50	105
Malawi	50	165
Malaysia	50	200
Maldives	50	135
Mali	60	95
Marshall Islands	50	135
Martinique	70	110
Mauritania	50	75
Mauritius	60	140
Mayotte	50	110
Mexico	70	185
Micronesia	55	135
Moldova	80	170
Monaco*	72.58	97.27
Mongolia	70	90
Montserrat	55	140
Morocco	75	130
Mozambique	60	140
Myanmar	50	75
Namibia	50	85
Nauru	50	135
Nepal	50	135
Netherlands Antilles	90	185
New Caledonia	55	135
New Zealand	60	125
Nicaragua	50	135
Niger	50	75
Nigeria	50	185
Niue	50	135

DESTINATION	Daily allowance in €	Maximum hotel price in €
Northern Marianas	70	135
North Korea	50	180
Norway	80	140
Oman	70	135
Pakistan	50	130
Palau, Republic of	50	135
Panama	50	160
Papua New Guinea	55	135
Paraguay	50	140
Peru	75	135
Philippines	60	150
Puerto Rico	65	140
Qatar	65	135
Réunion	60	90
Romania	60	170
Russian Federation	90	275
Rwanda	65	160
Saint Kitts and Nevis	85	185
Saint Lucia	75	140
Saint Martin	90	185
Saint Vincent and the Grenadines	75	190
Samoa	50	135
San Marino*	60.34	114.33
São Tomé & Príncipe	60	95
Saudi Arabia	85	195
Senegal	65	135
Seychelles	85	140
Sierra Leone	55	135
Singapore	75	150
Solomon Islands	50	120
Somalia	50	125
South Africa	50	145
South Korea	100	200

DESTINATION	Daily allowance in €	Maximum hotel price in €
Sri Lanka	50	105
Sudan	55	215
Suriname	55	125
Swaziland	50	90
Switzerland	80	140
Syria	80	145
Taiwan	55	200
Tajikistan	75	110
Tanzania	50	200
Thailand	60	145
Togo	60	95
Tokelau	50	135
Tonga	50	105
Trinidad and Tobago	60	115
Tunisia	60	85
Turkey	55	165
Turkmenistan	80	150
Turks and Caicos Islands	55	135
Tuvalu	50	135
Uganda	55	180
Ukraine	80	190
United Arab Emirates	70	195
Uruguay	55	160
USA (New York)	100	275
USA (other)	80	200
Uzbekistan	75	155
Vanuatu	60	110
Vatican*	60.34	114.33
Venezuela	85	125
Vietnam	50	205
Virgin Islands (UK)	75	140
Virgin Islands (USA)	55	140
Wallis and Futuna	50	135

DESTINATION	Daily allowance in €	Maximum hotel price in €
West Bank and Gaza Strip	60	110
Yemen	60	165
Yugoslavia, Fed. Rep. (Serbia and Montenegro)	80	140
Zambia	50	135
Zimbabwe	50	115
Other countries	60	145

* the following are considered to be geographically part of the country indicated:

- Andorra: Spain
- Monaco: France
- San Marino: Italy
- Vatican: Italy

ANNEX II: APPROVED TRAVEL AGENCIES

EC approved travel agencies

Transport via approved travel agencies

BRUSSELS	
UNIT1: MARKET-SJ-ESTAT-OPOCE-DGT-ECHO-AIDCO-RELEX-TRADE-DEV-ELARG-ENTR-Taking up duty	Tel: 02/238 8110 Speed dialling number: *81290 Fax: 02/287 8111 cwteccbelliard.team01@cwt.be
UNIT2: RTD-REGIO-BUDG-IAS-TAXUD-TREN-SG-JRC-EAC-SANCO-JAI-COMP-EMPL	Tel: 02/238 8120 Speed dialling number: *81291 Fax: 02/287 8188 cwteccbelliard.team02@cwt.be
UNIT3: AGRI-ADMIN-(SPS,CP,OSP)-OIB-PMO-OIL-EPSO-FISH-GOPA-OLAF-PRESS-CABINETS-FELLOWSHIPS	Tel: 02/238 8130 Speed dialling number: *81292 Fax: 02/287 8189 cwteccbelliard.team03@cwt.be
ECFIN-INFISO-ENV	Tel: 02/238 8105 Fax: 02/287 8110 cwteccbeaulieu.team01@cwt.be
SCIC	Tel: 02/238 8102 Fax: 02/287 8110 cwteccscic.team01@cwt.be

LUXEMBOURG until 30 June 2004
CIT
JMO B1/002 Internal numbers: - Tel: 35500/33923/33924 - Fax: 33439

ISPRA
until 30 September 2004

CIT

CCR - T.P. 013

Numbers:

- Tel: 0039-0332789756

- Fax: 0039-0332784084

ANNEX III: CAR HIRE

Car-hire companies

<p>AVIS Tel: 070223001 Ref: (AWD)E 703904 www.avis</p>
<p>BUDGET Tel: 027215097 Ref: G 576.701 (Brussels) Ref: G 576.700 (Luxembourg) www.budget</p>
<p>EUROPCAR Tel: 023489212 Ref: (RECAP) 4019774 www.europcar</p>
<p>HERTZ Tel: 027173201 Ref: (CDP) 770468 www.hertz</p>



EUROPEAN COMMISSION
OFFICE FOR ADMINISTRATION AND PAYMENT OF INDIVIDUAL
ENTITLEMENTS



REQUEST TO HIRE A VEHICLE

(To be faxed in advance to the approved travel agency)

DRIVER

NAME:

FIRST NAME:

PERSONNEL No:

DG/SERVICE:

ADDITIONAL DRIVER (optional)

NAME:

FIRST NAME:

PERSONNEL No:

DG/SERVICE:

VEHICLE TO BE PICKED UP IN:

PLACE:

DATE:

VEHICLE TO BE RETURNED TO: PLACE: DATE:

NUMBER OF PERSONS TO BE CARRIED:

DISTANCE TO BE COVERED (ESTIMATE): KM

REASON FOR REQUEST:

SIGNATURE

PERSON GOING ON MISSION:

SIGNATURE

AUTHORISING OFFICER

NAME:

POSITION:

ANNEX IV: TRAVEL INSURANCE

The general insurance contract taken out with VTB/VAB-AIG Europe provides assistance to Commission staff serving in Brussels, Luxembourg and the JRC during missions abroad **in all countries except the country of employment**.

All travel orders duly signed by the authorising officer and sent to the Missions Office are covered by this insurance.

1. USEFUL NUMBERS

The numbers to call in case of emergency are:

Tel: (+ 32-3) 253.60.65 Fax: (+ 32-3) 252.69.58
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State the following when you call:

- your full name,
- your staff number or contractual relationship with the Commission,
- your place of employment,
- the address and telephone number at which you can be reached,
- where you are and the nature of the problem.

2. ASSISTANCE IN CASE OF SICKNESS OR ACCIDENT

If you fall ill or have an accident abroad, you must first contact the local emergency services and then give VTB/VAB the particulars of the doctor treating you.

You will receive the following assistance:

- Transport or repatriation if you are sick or injured; depending on the seriousness of the case you will:
 - either be transported to a properly equipped hospital,
 - or be repatriated after VTB/VAB's medical department has given its agreement.

In the event of repatriation for medical reasons, the insurance company will organise and pay:

- either for your journey back to the place of mission when you are well
- or for the outward journey of your replacement.

- Your luggage will be sent home if you are unable to deal with it yourself.
- Sickness: your medical expenses will be covered up to a ceiling of €5 000, over and above social security payments; you will have to pay the first €125. There is no reimbursement if the amount not covered by social security is less than €125.
- Spectacles, prostheses or medication: in cases where the same or an equivalent product is not available at the place of mission, it may be possible for the insurance company to arrange to have it sent to you.
- Hospitalisation: if you are on your own and have to be hospitalised, and your doctors do not recommend repatriation within two days, a return trip for a member of your family plus a contribution towards his/her accommodation costs may be paid.

3. TRAVEL ASSISTANCE

Assistance is provided in the following situations:

- lost or stolen luggage: a suitcase of personal effects can be sent to you.

The cost of an early return will be reimbursed in the event of:

- the death of a member of your family, so that you can attend the funeral (return trip from and back to the place of mission);
- the death of a close colleague;
- the hospitalisation of a child under eighteen, your spouse or one of your parents;
- a serious accident at your home or office.

If you are involved in legal proceedings: the company will provide an advance to cover payment of bail up to a maximum of €12 500 and lawyers' fees up to a maximum of €1 250.

ANNEX V: USEFUL ADDRESSES IN BRUSSELS, LUXEMBOURG AND ISPRA

AREA	BRUSSELS Unit PMO.2	LUXEMBOURG Unit PMO.5	ISPRA Unit PMO.6
SENDING TRAVEL ORDERS - advance requested - no advance requested	SC11 4/12 – Tel. 63940/53182 SC11 2/65 – Tel. 81823 - 56645	JMO A1/119 – Tel. 32611 JMO A1/119 – Tel. 32611	TP.062 - Tel.5163 - Ed.6a/019 TP.062 - Tel.5163 - Ed.6a/019
OBTAINING A CORPORATE CREDIT CARD	SC11 4/12 – Tel. 63940/53182	_____	_____
PASSPORT, VISAS	BREY 6/191 – Tel. 51923	BREY 6/191 – Tel. 51923	TP.062 - Tel. 5341 - Ed.6a/011 - Fax 5354
ADVANCE SPECIAL AUTHORISATIONS - travel costs, daily allowances, leave, etc. - other expenses (hotels, taxis, etc.	SC11 4/06 – Tel. 54748 – 85102 Fax : 60430 Attach to travel order	JMO A1/119 – Tel. 32611 Fax : 34529 Attach to travel order	TP.062 - Tel. 5163 - Ed.6a/019 - Fax 5354 Attach to travel order
REGISTRATION FEES FOR CONFERENCES, SEMINARS - at place of employment, - for training purposes	SC11 4/13 – Tel. 61996 Unit Admin.A.3 GUIM 2/38 – Tel. 68562	JMO A1/116A – Tel. 36138 JMO A1/119 – Tel. 32611 Training office JMO B1/44 – Tel. 32187	TP.062 - Tel. 5341 - Ed.6a/011 - Fax 5354
EXPENSES PAID BY ORGANISERS	SC11 4/13 – Tel. 61996	JMO A1 116/A – Tel. 36138	TP.062 - Tel. 5163 - Ed.6a/019
FELLOWSHIPS	Unit Admin.A3 Tel. 59340 Unit PMO.2	Training office JMO B1/44 – Tel. 32187 Unit PMO.5	_____

	Tel. 54748 – Fax 60430	JMO A1 116/A – Tel. 36138	
SENDING STATEMENTS OF MISSION EXPENSES	SC11 2/65	JMO A1/119	TP.062 - ED.6a/012
MEDICAL SERVICE	See Annex VI	See Annex VI	See Annex VI
HOTELS	See Annex VII	See Annex VII	See Annex VII

ANNEX VI: MEDICAL ASPECTS OF MISSIONS

MISSIONS TO THE TROPICS

Staff travelling frequently on mission to the tropics or to certain other countries are advised to make sure that their vaccination certificates are up to date as it is often very difficult or even impossible to carry out vaccinations in time when they are requested at the last minute or just a few days before departure.

1. MISSIONS TO COUNTRIES WHERE HYGIENE IS A PROBLEM

Travellers to countries where hygiene is a problem are advised to take particular care not to drink unsterilised water (use bottled water).

Staff should also be careful not to use unsterilised water for cleaning teeth or dentures.

As a rule, bottled water can be used or tap water purified using sterilising tablets.

Staff should not drink unsterilised milk or eat yoghurts or unwashed (or poorly washed) fruit or vegetables.

2. STAFF WITH HEALTH PROBLEMS OR ALLERGIES AND EXPECTANT MOTHERS

Staff with health problems or allergies and expectant mothers should draw attention to their condition before having vaccinations of any kind or taking medication to protect against malaria.

3. AVAILABILITY AND ADMINISTRATION OF VACCINES AND MEDICINES PRIOR TO LEAVING ON MISSION

Vaccines are available on prescription from pharmacies and can be administered by the Medical Service:

in Brussels:

Dispensaries	Telephone
BRE2 6/401	52765
BU9 2/146	50449-55991-55986

in Luxembourg:

Dispensary	Telephone
Centre hospitalier de Luxembourg	44.11.30.91

Some medicines are available from the Medical Service (BRE2 6/401 – tel. 52765) where the following may also be obtained:

- a first aid kit (to be returned after the mission);
- a document giving information on the risk of HIV infection (AIDS);
- an information pack entitled “Advice for travellers to the tropics”.

Additional information may be obtained:

- in the first instance, from the dispensary nurse (tel.: 52765).

In Luxembourg, please contact:

Commission Medical Service – Jean Monnet Building (tel.: 32588).

4. ILL HEALTH DURING THE MISSION

Staff who are, for reasons of ill health, unable to carry out their mission, obliged to extend it, or unable to return to their place of employment must inform their immediate superior and the Medical Service of the Institution as quickly as possible, giving their exact address.

The rules in force are published on IntraComm.

In the case of hospitalisation during a mission, the daily allowance will no longer be paid but the hospital expenses will be reimbursed under the sickness insurance scheme.

N.B.: All missions are covered by a **travel insurance** contract taken out by the Commission (see Annex IV).

ANNEX VII: LIST OF HOTELS

To consult the list of hotels, click on the link “hotel guide” on the page:

http://www.cc.cec/pers_admin/missions/before_dep/accomodation_en.html