

Prepare your stay with your mind at ease

In this leaflet, you will find the most important information on accommodation, food, travel and transport allowances for your meeting at the European Commission.

3 important points to remember:



Are you representing a civil society organisation or a public body from a Member State? If so, the allowance you are entitled to will depend on the kind of expert you are.



In order to be reimbursed by the European Commission, you cannot receive a similar allowance from your own administration for the same visit.



Make sure that you provide supporting documents no later than **30 calendar days** after the meeting ends.

XX-00-00-000-ENC

AGM, the online tool for organising expert meetings and reimbursing expenses used by the European Commission.

Connect to your private space on our website and begin claiming your expenses:

ec.europa.eu/tools/agm



AGM

Reimbursement

rules



Invitation



Organisation



Meeting



Reimbursement

#DigitalEU



Are you a private-sector expert or a public sector expert?

PRIVATE-SECTOR EXPERTS Representing the civil society

As a private sector expert, you are entitled to a daily allowance for each day of the meeting and to an accommodation allowance, unless stated differently in the invitation letter or the meeting request. The reimbursement will be paid into your bank account. Reimbursements are in euro, so if your bank account is denominated in another currency, the amount will be converted into that currency.

PUBLIC SECTOR EXPERTS Representing a public body from a Member State

Public sector experts are entitled to reimbursement of travel expenses. A daily allowance per meeting and an accommodation allowance will be paid only if such allowances are provided for in the rules of procedure of the committee or expert group. Reimbursements will be paid in euro value on a bank account in the name of the Member State, one of its ministries or a public body.

Accommodation allowance

If you need to spend one or more nights at your meeting's location due to meetings being incompatible with the transport times, you will also be entitled to an accommodation allowance. This allowance is **€168 per night**. The number of nights may not exceed the number of meeting days + 1.

Daily allowance

The daily allowance is a flat rate. It covers all **meals and local transport** (bus, tram, metro, taxi, parking, motorway tolls, etc.), as well as travel and accident insurance.

It amounts to **€113 per day** of the meeting. If the distance from the place of departure mentioned in the invitation (either your private or professional address) is 100 km or less, the daily allowance will be reduced by 50%. You will then only receive **€56.5 per day** of meeting.

Travel expenses

You will be entitled to reimbursement of your travel expenses between the address used on the invitation to the meeting's location. However, the reimbursement will only be paid once you have presented the relevant supporting documents. Please keep in mind the most appropriate means of transport and economical rates when organising your journey.

The EU departments in charge of reimbursements have the right to carry out checks. They also have the right to restrict reimbursement to the rates normally applied to the usual journey from your place of work or residence to the meeting's location.

As a general rule, the means of transport used are the following:

- **first-class rail travel:** for journeys under 400 km (one way);
- **economy class air travel:** for distances over 400 km. If the journey by air involves a flight of 4 hours or more without stopovers, the cost of a business class ticket will be reimbursed.
- **private car:** the journey will be reimbursed at the same rate as a first-class rail ticket, or by default at the rate of €0.22 per km. You are liable for your own insurance.

→ **Taxi fares will not be reimbursed.**

