



# Administrative Notices - Informations administratives

INTERNAL COMMISSION DIRECTIVE

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## INTERNAL COMMISSION DIRECTIVE

**Subject:** Conclusion No 277/17 – Rules on financial contributions towards travel and subsistence expenses for persons invited to tests organised as part of a competition or selection procedure, or to an interview or medical examination

On 24 November 2017, Conclusion No 277/17 (see below)\* on the rules on financial contributions towards travel and subsistence expenses for persons invited to tests organised as part of a competition or selection procedure, or to an interview or medical examination, which will apply within the Commission to invitations sent from 1 March 2018 onwards, was approved by the Heads of Administration by written procedure.

Irene SOUKA

\* The English version is the translation of the original Conclusion approved by the Heads of Administration in French.

EUROPEAN UNION

HEADS OF ADMINISTRATION

Luxembourg, 24 November 2017

## CONCLUSION No 277/17<sup>(1)</sup>

**Subject:** Rules on financial contributions towards travel and subsistence expenses for persons invited to tests organised as part of a competition or selection procedure, or to an interview or medical examination

The Heads of Administration agree to the granting, under the conditions set out in the Annex, of a financial contribution towards travel and subsistence expenses for persons invited to tests organised as part of a competition or selection procedure, or to an interview or medical examination.

This Conclusion shall apply from 1 December 2017.

It repeals and replaces Conclusion No 252/08.

For the Secretariat,

For the Heads of Administration,

S. Durand  
Secretary

A. Calot Escobar  
President

## GENERAL PROVISIONS

### **Article 1**

A financial contribution towards travel and subsistence expenses shall be granted, in accordance with the conditions set out below, to any person (hereinafter 'the candidate') invited to tests for an external competition or other selection procedure, to the assessment centre, to a subsequent interview with a view to recruitment, or to a subsequent pre-recruitment medical examination (hereinafter 'tests, interviews or medical examinations').

These provisions do not apply to officials and other servants covered by the Staff Regulations or the Conditions of Employment of Other Servants who are invited to tests, interviews or medical examinations organised as part of or following an internal competition or an interview with a view to a change of post within the same institution if they benefit from the reimbursement system for mission expenses.

## TRAVEL EXPENSES

### **Article 2**

1. No contribution to travel expenses shall be granted where the distance between the current place of residence and the venue is less than or equal to 200 km.
2. Each institution shall contribute to travel expenses in accordance with the arrangements which it has previously defined.
3. If it has not defined specific arrangements, and without prejudice to the provisions of Articles 5 and 9 below, the institution shall grant a flat-rate contribution in accordance with the following scale:

Geographical distance between the place of residence/current employment and the venue (in km)	Flat-rate amount applicable (in EUR)
201-300 km	100
301-500 km	120
501-1000 km	180
1001-2000 km	240
2001-3000 km	300
> 3001 km	360

### **Article 3**

The geographical distance (one way) between the current place of residence and the venue shall be calculated by the European institutions on the basis of the address provided on the application form. The institution may ask candidates to demonstrate that the address provided is in fact their current place of residence.

If a candidate is temporarily resident at another address, the institution may send the invitation to

that temporary address, which will be used for calculating the contribution to travel expenses.

If the place of residence and the address of the current employer are different, or in the event of a dispute over the address to be used for calculating the contribution, the shortest distance as calculated by the institution concerned shall be used.

#### **Article 4**

In the case of competitions and selection procedures organised by the European Personnel Selection Office (EPSO), no contribution shall be made for:

- participation in the computer-based multiple-choice tests (competitions or selection procedures);
- participation in tests that are not part of the assessment centre exercises (e.g. preliminary tests);
- participation in tests that are part of the assessment centre exercises but held in the candidate's Member State (current place of residence).

If an institution were to adopt specific arrangements in accordance with Article 2(2) that could have an impact on the contribution to travel expenses incurred in the course of competitions and selection procedures organised by EPSO, those arrangements would be applied by EPSO only after approval by its management board.

#### **Article 5**

##### ***Pre-recruitment medical examinations***

1. Candidates who have passed a selection process and who travel at the invitation of the institution for the purpose of undergoing the compulsory medical examination as part of the recruitment process, in accordance with Articles 28 and 33 of the Staff Regulations (and, mutatis mutandis, with Article 12(2)(d), Article 13, Article 82(3)(d) and Article 83 of the Conditions of Employment of Other Servants of the European Union), shall be reimbursed for their actual travel expenses.
2. In such cases, candidates must travel by the most economical means (second class on trains, economy class on planes). In the event that these conditions are not met or other means of transport are used (including cars), the flat-rate contribution referred to in Article 2(3) shall apply.
3. However, unless an explicit exception is made, when the current place of residence/employment is located outside the territory of the European Union, the contribution to travel expenses shall be made solely on the basis of the distance from the capital of the Member State of the European Union closest to that place.

#### SUBSISTENCE EXPENSES

#### **Article 6**

A flat-rate contribution to accommodation expenses of EUR 100 per night shall be made if the current place of residence/employment is located at a geographical distance of more than 200 km from the venue and the candidate is obliged to spend one or more nights at the venue. At the request of the institution, the candidate must provide a written explanation.

The amount of the flat-rate contribution to accommodation expenses may not exceed EUR 300. It shall be paid upon presentation of documentary evidence of the accommodation in the form of an invoice that complies with the applicable tax law.

Only if the various assessment centre exercises for competitions and selection procedures organised by EPSO extend over two consecutive days or are separated by no more than three days, obliging the candidate to spend one or more nights at the venue, the abovementioned flat-rate contribution shall be payable up to the ceiling set out above. If the candidate chooses to travel on two separate

occasions or if the tests are held more than three days apart, no contribution to accommodation expenses shall be payable and the contribution to travel expenses, calculated on the basis of Article 2, shall be doubled.

#### DEADLINE FOR THE SUBMISSION OF APPLICATIONS FOR A FINANCIAL CONTRIBUTION

##### **Article 7**

Candidates who meet the above conditions and are thus entitled to a contribution to travel and/or subsistence expenses must complete the form provided by the administration, attaching the supporting documents that must accompany the application for a financial contribution. Incomplete applications shall not be processed.

##### **Article 8**

The complete application for a financial contribution towards travel and/or subsistence expenses, accompanied by all the original supporting documents required, must be submitted by post (the postmark being taken as proof), by email (if the original documents exist in electronic format only), or in person to the relevant department within three months of the date of the tests, interviews and examinations. Applications shall not be accepted once this deadline has passed.

#### CANDIDATES WITH SPECIAL NEEDS

##### **Article 9**

At the express and justified prior request of each candidate concerned, the institution may, in addition to the rules above, reimburse candidates with special needs for further actual expenses directly related to their circumstances and not provided for in Articles 2, 5 and 6 above. In such cases, candidates and, where appropriate, any person(s) accompanying them, must travel by the most economical means, taking into account the specific needs of the candidate in question. Each application for reimbursement shall be examined on a case-by-case basis by the institution concerned.

#### FINAL PROVISIONS

##### **Article 10**

The amounts due in accordance with the above rules shall be paid by bank transfer in euro, or in the currency in which the expenses were incurred.

The flat-rate amounts referred to in Article 2(3) may be revised every five years, although interim revisions may be carried out if necessary.

##### **Article 11**

Invited candidates, with the exception of those referred to in Article 4 above, shall be covered against the risk of accident throughout their journey and their stay.

##### **Article 12**

These provisions repeal and replace Conclusion No 252/08 of the Heads of Administration of 15 February 2008.

Footnotes

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<sup>(1)</sup> This Conclusion was approved by the Heads of Administration by written procedure completed on

24 November 2017.

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