

SJU/ED/29

**RULES ON THE REIMBURSEMENT OF EXPENSES INCURRED BY  
EXTERNAL EXPERTS.**

## THE SESAR JOINT UNDERTAKING,

Having regard to Council Regulation (EC) n° 219/2007 of 27 February 2007 on the establishment of a joint undertaking to develop the new generation European air traffic management system (SESAR)<sup>1</sup>

Having regard to article 11 of the Statutes of the SJU,

Whereas:

- (1) The nature of the tasks of the SJU involves the regular participation of experts not belonging to the SJU staff,
- (2) For reasons of fairness it is necessary to set up a system closely in line with that for missions by the staff of the SJU, while retaining, for reasons of cost-effectiveness, the current principle of a system of flat-rate daily allowances for experts.
- (3) Given that experts are invited mainly to Brussels, a single rate may be fixed for all experts.

HAS DECIDED:

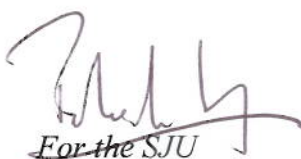
### *Article 1*

The rules on the reimbursement of external experts set out in the Annex, are hereby approved.

### *Article 2*

These provisions shall enter into force on 1 September 2009.

Done at Brussels, 26 August 2009.

  
*For the SJU*  
*Patrick KY*  
*Executive Director*

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<sup>1</sup> Council Regulation (EC) n° 219/2007 of 27 February 2007, OJ L 64, 02/03/2007, p.1 – 11 modified by Council Regulation (EC) n° 1361/2008 of 16 December 2008, OJ L 352, 31.12.2008, p.12

## ANNEX

### **Rules on the reimbursement of expenses incurred by external experts.**

**Adopted by the SJU on 26 August 2009.**

#### **ARTICLE 1**

(1) These rules shall apply to:

- (a) anyone from outside the SJU who has been selected and requested by the SJU to give a specific professional opinion in a committee, an expert group or by personal invitation, wherever the location of the meeting;
- (b) anyone responsible for accompanying a disabled person who has been invited by the SJU in an expert capacity.

(2) Experts may be private-sector experts or government experts:

- (a) Private-sector experts are individuals who represent civil society or work for a private organisation who have been invited to give the SJU the benefit of their personal expertise or to represent their organisations in a specific area..
- (b) Government experts are individuals who have been invited as representatives of a national, regional or local public authority of a Member State or who have been appointed by such an authority to defend the point of view of their country of origin on a particular issue.

Such individuals are members of a ministry, authority or public body and may lose their status only after they have provided proof that they have ceased to work in their country's public service.

#### **ARTICLE 2**

The SJU shall not be liable for any material, non-material or physical damage suffered by invited experts or those responsible for accompanying a disabled expert in the course of their journey to or stay in the place where the meeting is held, unless such harm is directly attributable to the SJU.

In particular, invited experts who use their own means of transport for travelling to such meetings shall be entirely liable for any accidents that they might cause.

#### **ARTICLE 3**

- (1) All experts shall be entitled to the reimbursement of their travel expenses from the place specified in their invitation (work or home address) to the place of the meeting, by the most appropriate means of transport given the distance involved. In general, for journeys of less than 400 km (one way, according to official distance by rail) this shall be first-class rail travel, and for distances of more than 400 km economy class air travel.

- (2) The authorising officer for commitments shall specifically try to ensure that meetings are organised in such a way as to enable experts to benefit from the most economical travel rates.

The authorising officer for payments shall scrutinise particularly closely any requests for reimbursement involving abnormally expensive flights. He shall have the right to carry out any checks that might be needed and to request any proof from the expert required for this purpose. He shall also have the right, where it appears to be justified, to restrict reimbursement to the rates normally applied to the usual journey from the expert's place of work or residence to the meeting place.

- (3) Travel expenses shall be reimbursed on presentation of original supporting documents: tickets and invoices or, in the case of online bookings, the printout of the electronic reservation and boarding cards for the outward journey. The documents supplied must show the class of travel used, the time of travel and the amount paid.
- (4) The cost of travel by private car shall be reimbursed at the same rate as the first-class rail ticket.
- (5) If the route is not served by a train the cost of travel by private car shall be reimbursed at the rate of EUR 0.22 per km.
- (6) Taxi fares shall not be reimbursed.

#### ARTICLE 4

- (1) The daily allowance paid for each day of the meeting is a flat rate to cover all expenditure at the place where the meeting is held, including for example meals and local transport (bus, tram, metro, taxi, parking, motorway tolls, etc.), as well as travel and accident insurance.
- (2) The daily allowance shall be EUR 92.00.
- (3) If the place of departure cited in the invitation is 100 km or less from the place where the meeting is held, the daily allowance shall be reduced by 50%.
- (4) Experts who have to spend one or more nights at the place where the meeting is held because the times of meetings are incompatible with the times of flights or trains<sup>2</sup>, shall also be entitled to an accommodation allowance. This allowance shall be EUR 100.00 per night. The number of nights may not exceed the number of meeting days + 1.
- (5) An additional accommodation allowance and/or daily allowance may, exceptionally, be paid if prolonging the stay would enable the expert to obtain a reduction in the cost of transport worth more than the amount of these allowances.

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<sup>2</sup>

As a general rule, experts cannot be required:

- to leave their place of work or residence or the place where the meeting is held before 07.00 (station or other means of transport) or 08.00 (airport);
- to arrive at the place where the meeting is held after 21.00 (airport) or 22.00 (station or other means of transport);
- to arrive at their place of work or residence after 23.00 (airport, station or other means of transport).

## ARTICLE 5

Where, taking into account any expenses incurred by disabled experts as a result of their disability or any person accompanying them, the allowances provided for in Article 4 appear to be clearly inadequate, the expenses shall be reimbursed at the request of the responsible authorising officer on presentation of supporting documents.

## ARTICLE 6

- (1) Unless stated otherwise in the letter of invitation and the request to organise the meeting, private-sector experts shall be entitled to a daily allowance for each day of the meeting and, where appropriate, an accommodation allowance, on condition that they declare on their honour that they are not receiving a similar allowance or similar allowances from the same institution or another Community institution for the same visit. The responsible authorising officer shall ensure consistency between the content of the letters of invitation and the request to organise the meeting.
- (2) Government experts shall receive a daily allowance for each day of the meeting and, where appropriate, an accommodation allowance, provided that provision for this is made in the rules of procedure of the committee or expert group and on condition that they declare on their honour that they are not receiving a similar allowance or similar allowances from their own administration for the same visit.
- (3) The authorising officer may, by reasoned decision and on presentation of supporting documents, authorise the reimbursement of expenses which invited experts have had to incur as a result of special instructions they have received in writing.
- (4) All reimbursements of travel expenses, daily allowances and/or accommodation allowances shall be made to one and the same bank account.
- (5) Reimbursements of the costs of government experts shall be paid into an account in the name of the Member State, one of its ministries or a public body, in the absence of any derogation from the Member State, one of its ministries or a public body.

## ARTICLE 7

- (6) National, regional or local public officials may only be invited in a personal capacity in special cases, duly justified by the authorising officer, unless the instrument establishing the committee expressly states that its members will participate in its work in a personal capacity.

## ARTICLE 8

- (1) The payment order shall be drawn up on the basis of the request for reimbursement, duly completed and signed by the expert and by the secretary of the meeting responsible for certifying the expert's presence.
- (2) Experts must provide the SJU with the documents necessary for their reimbursement, as required by the financial rules applicable in the SJU in the, by letter, fax or e-mail postmarked or dated no later than 30 calendar days after the final day of the meeting.

- (3) The SJU shall reimburse the experts' expenses within the period laid down in the rules implementing the Financial Regulation.

Unless the expert can provide a proper justification that is accepted by reasoned decision by the responsible authorising officer, failure to comply with paragraph 2 shall absolve the SJU from any obligation to reimburse travel expenses or pay any allowances.

#### **ARTICLE 9**

- (1) Travel expenses shall be reimbursed in euros, where appropriate at the rate of exchange applying on the day of the meeting.
- (2) The daily allowance and, where appropriate, the accommodation allowance, shall be reimbursed in euros at the flat rate applicable on the day of the meeting. The daily allowance and accommodation allowance shall be adjusted every two years in line with changes in the cost of living in Brussels, by decision of the Commission with effect from 1 January.

#### **ARTICLE 10**

This decision replaces any other decision taken by the SJU on rules on the reimbursement of expenses incurred by external experts.