

EUSPA/OP/37/23

"Provision of support services to the European Union Agency for the Space Programme and the European Commission"

ANNEX II.XII to the Framework Contract

Guidelines for Missions to locations not included in the 'Mission travel Prices' table, Financial Proposal (part of Annex II.III)

Scope

The scope of this annex is to define the ceiling and provide guidelines for the reimbursement rules of missions which take place outside of the list of defined location and whenever the flat rate scheme of the Framework Contract does not apply.

ARTICLE 1

(1) All Contractor's consultants shall be entitled to the reimbursement of their travel expenses from the place of assignment to the place of the meeting, should that be outside of the list of defined location and whenever the flat rate scheme of the Framework Contract does not apply, 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.

If the journey by air involves a flight of 4 hours or more without stopovers the cost of a business class ticket shall be reimbursed.

(2) EUSPA will scrutinise closely any requests for reimbursement involving abnormally expensive flights. EUSPA shall have the right to carry out any ad-hoc checks that might be needed and to request any related proof from the Contractor's consultants, as required for this purpose. EUSPA shall also have the right, where the amount appears to be unjustified, to restrict reimbursement to the rates normally, as per current market prices, applied to the usual journey from the contractor's place of work 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) If the route is not served by a train the cost of travel by private car shall be reimbursed at the rate of EUR 0.28 per km.

(5) Taxi fares shall not be reimbursed.

ARTICLE 2

(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 113.00€.

(3) Contractor's consultants 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, shall also be entitled to an accommodation allowance. The number of nights may not exceed the number of meeting days + 1.

ARTICLE 3

(1) Contractor's consultants shall be entitled to a daily allowance for each day of the meeting and, where appropriate a daily accommodation allowance set to be 168.00€. Contractor's consultants 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, shall also be entitled to an accommodation allowance. The number of nights may not exceed the number of meeting days + 1

ARTICLE 4

(1) Travel expenses, daily allowance and, if applicable, the accommodation allowance shall be reimbursed in euros, where appropriate at the rate of exchange applying on the day of the submission of the deliverables' acceptance sheet (Deliverables Mode) or the activity report (Service Mode).