

EBA/DC/2015/119

08 May 2015

Decision of the Executive Director on Reimbursement of travel and subsistence expenses for persons invited by the EBA to an interview, examination, second interview or a pre-employment medical examination

The Executive Director

Having regard to the Regulation (EC) No. 1093/2010 of the European Parliament and of the Council of 24 November 2010 establishing a European Supervisory Authority (European Banking Authority)¹ and in particular Article 68 thereof;

Having regard to the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities, laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68²;

Whereas:

- (1) The European Banking Authority (hereinafter referred to as “EBA”) organizes open competitions to fill vacant positions on the basis of qualifications, interviews and written tests;
- (2) Before appointment, a successful candidate shall undergo a medical examination;
- (3) It is necessary to implement rules for reimbursement of travel expenses related to interviews and pre-employment medical examinations with a view of sound financial management;

¹ OJ L 331/12, 15.12.2010, p. 12.

² OJ L 56, 4.3.1968, p. 1, as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013, OJ L 287, 29.10.2013, p.15.

Has adopted this decision:

Article 1

The Executive Director has approved the policy on reimbursement of travel and subsistence expenses for persons invited by the EBA to an interview, examination, second-interview or a pre-employment medical examination, laid down in Annex I to this decision.

Article 2

The present Decision shall enter into force on the day following the date of its adoption.

Done at London on 08 May 2015

[signed]

Adam Farkas
Executive Director

Annex: Policy on reimbursement of travel and subsistence expenses for persons invited by the EBA to an interview, examination, second interview or a pre-employment medical examination

Annex I to EBA/DC/2015/119

REIMBURSEMENT OF TRAVEL AND SUBSISTENCE EXPENSES FOR PERSONS INVITED BY THE EBA TO AN INTERVIEW, EXAMINATION, SECOND INTERVIEW OR A PRE-EMPLOYMENT MEDICAL EXAMINATION

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Article 1 - General provisions

A financial contribution shall be granted towards travel and subsistence expenses for persons invited by the EBA to an interview, examination, second interview or a pre-employment medical examination subject to the conditions set out below.

Article 2 - Travel expenses

1. **Travel expenses shall not be reimbursed** where **the distance** between the place of residence and the place of the interview, examination, second interview or pre-employment medical examination specified in the letter of invitation is **150 km or less**.
2. Where **the distance** between the place of residence and the place of the interview, examination, second interview or pre-employment medical examination specified in the letter of invitation **exceeds 150 km**, the EBA shall reimburse:
 - a) The cost of travel by bus,
 - b) The cost of a second-class train ticket, and:
 - the cost of an economy-class sleeper where the journey includes not less than six hours of night travel between 22.00 hours and 07.00 hours,
 - the cost of an economy-class couchette where the journey includes night travel of less than six hours between 22.00 hours and 07.00 hours,
 - the cost of the necessary seat reservations for economy class
 - c) The cost of travel by ship for economy class, and:
 - the cost of cabin where the journey includes not less than six hours of night travel between 22.00 hours and 07.00 hours

- d) The cost of travelling by car on the basis of an allowance per kilometer calculated as set out below:
 - EUR 0.12 per kilometer from 1 to 1000 kilometers,
 - EUR 0.08 per kilometer for the part from 1001 to 10 000 kilometers,
 - EUR 0.00 above 10 000 kilometers
3. Where **the distance** between the place of residence and the place of the interview, examination, second interview or pre-employment medical examination as specified in the letter of invitation **exceeds 500 km** or where the route includes a sea-crossing, candidate shall be entitled to travel by air. Reimbursement shall be based on the most economic air fare.

Article 3 - Other travel arrangements

1. Candidates who, after they have booked their travel, request changes to an interview, examination, second interview or a pre-employment medical examination schedule for private reasons (e.g. child care arrangements, health reasons, other professional commitments or similar) will have to bear the cost for new travel arrangements.
2. In the case that an interview, examination, second interview or a pre-employment medical examination is rescheduled or cancelled by the EBA, the costs of changing or cancelling the travel will be borne by the EBA.
3. Candidates who miss their bus/train/ship/flight for reasons other than those caused by the EBA (re-scheduling or delay of the interviews) shall bear the cost of their new travel arrangements.

Article 4 - Accommodation and local travel allowances

1. No contribution to travel or accommodation or reimbursement shall be made where **the distance** between the place of residence and the place of the interview,

examination, second interview or pre-employment medical examination specified in the letter of invitation **is less than 50 km.**

2. **A local travel allowance of up to EUR 25** shall be granted where **the distance** between the place of residence and the place of the interview, examination, second interview or pre-employment medical examination specified in the letter of invitation **is more than 50 km.** It shall only be paid in respect of the day(s) on which an interview, examination, second interview or a pre-employment medical examination is/are held. The local travel allowance is paid to cover local travel expenses on the basis of the actual costs incurred (e.g. public transport in the place of the interview, examination, second interview or pre-employment medical examination).
3. **An accommodation allowance of EUR 100** per night shall be granted where **the distance** between the place of residence and the place of the interview examination, second interview or pre-employment medical examination, specified in the letter of invitation **is more than 150 km.** This allowance shall be granted in cases where the candidate has to stay one or more nights because of incompatibility between the times specified in the invitation and transport timetables.
4. The accommodation allowance is paid on the presentation of original supporting documents (e.g. a hotel invoice/bill issued in the name of the candidate). The accommodation allowance is paid only for the room rate including any compulsory local taxes. No other items invoiced by the hotel are reimbursable (e.g. internet connection, mini bar, late check-out).
5. In duly justified cases candidates shall be entitled to an additional accommodation allowance of EUR 100 for each night they spend at the place of the interview, examination, second interview or pre-employment medical examination
 - a. in order to qualify for a lower cost air fare, provided that the total cost of the air fare and the accommodation allowances is less than that of the standard economy class return fare, or
 - b. if they cannot return to the place of residence before midnight local time and have to spend a second night in the place of the interview, examination, second interview or pre-employment medical examination.

The reimbursement of travel costs in such cases is subject to prior authorization by the EBA and the receipt of supporting documents (e.g. a price comparison).

6. The accommodation allowance is granted in respect of the day(s) needed to attend the interview, examination, second interview or pre-employment medical

examination. If candidates decide to extend their stay for private reasons, no additional allowances for extra day(s)/night(s) is/are provided.

7. The total amount of the accommodation allowance granted to the candidate shall not exceed EUR 400.

Article 5 - Reimbursement

1. For reimbursement purposes, the travel distance within the meaning of these rules is determined and calculated by GPS Visualizer (www.gpsvisualizer.com/calculators) - straight-line).
2. For the purpose of reimbursement of the travel costs, the EBA shall consider the place of residence of the candidate invited to an interview, examination, second interview or a pre-employment medical examination as this is indicated in the curriculum vitae. Should the place of residence differ from the place of departure, the shortest and most economical way to the place of the interview, examination, second interview or pre-employment medical examination specified in the letter of invitation shall be reimbursed.

In exceptional and duly justified cases candidates who take a different route can be reimbursed only in the case that the deviation has no adverse economic effect and that the itinerary chosen is in standard economy class fare.

The reimbursement of travel costs in such cases is subject to prior authorization by the EBA and the receipt of supporting documents (e.g. a price comparison).

3. However, unless specific provision is made to the contrary, where the place of residence of the candidate invited to an interview, examination, second interview or a pre-employment medical examination is outside the EU territory, travel expenses shall be reimbursed only from the point in the EU territory (geographically speaking) which is the nearest to the candidate's place of residence (as specified in Appendix I).
4. Travel expenses are reimbursed based on the most economic means of transport and economical travel rates taken into account of the distance involved and the available fares.
5. Travel expenses between the place of residence and the place of the interview, examination, second interview or pre-employment medical examination and local travel expenses in the place of the interview, examination, second interview or

pre-employment medical examination are reimbursed on presentation of original supporting documents: travel tickets, invoices or, in the case of online bookings, the printout of the electronic reservation and boarding cards. The documents supplied must show the name of passenger where relevant, the class of travel used, date and time of the departure and arrival and the amount paid. In the case of travelling by car the petrol/toll bills are used for proof of transportation means.

6. Reimbursement of return tickets of bus/train/ship/flight will only be made on the basis of the actual costs incurred. No reimbursement will be made where a ticket has been purchased using frequent flyer points, Air Miles or similar.
7. Costs of the checked-in luggage shall not be reimbursed.
8. Taxi fares, fees for car rental, parking fees, petrol/toll bills shall not be reimbursed.
9. Any other costs related to public transportation in the place of residence of the candidate shall not be reimbursed.

Article 6 - Accident cover

1. The candidate shall be responsible for being covered against risk of accident for the duration of their journey and their stay.
2. The EBA shall not be liable for any material, non-material or physical damage suffered by the invited candidate in the course of their journey to or stay in the place where the interview, examination, second interview or pre-employment medical examination is held, unless such harm is directly attributable to the EBA. In particular, invited candidates, who use their own means of transport for travelling to such interview, examination, second interview or pre-employment medical examination shall be entirely liable for any accidents that they might cause.

Article 7 - Final provisions

Payment of the sums due under these rules shall be made by transfer in Euros, or in the currency of the country where the place of residence is situated.

Amounts shall be converted by means of the monthly conversion rates fixed by the European Commission.

In exceptional cases the Executive Director may allow derogations from the present rules for duly justified reasons.

Appendix I - The nearest EU entrance point closest to the place of residence coming from non-EU countries

The maximum allowance for reimbursement of travel expenses of candidates, whose place of residence is outside of the EU, is calculated from the international airport or the largest city in the EU, geographically closest to the place of residence of the candidate.

For candidates coming from outside the EU, the conversion from national currency to Euro will be carried out exclusively by the EBA on the basis of monthly rates published in the Official Journal of the European Union (C series) at the time when payment is calculated. Exchange rates used by candidates on the basis of information supplied by their bank will not be accepted.

The nearest EU entrance point closest to the place of residence will be considered in accordance with the following table:

CONTINENT	THIRD COUNTRIES	EU ENTRANCE POINT
AFRICA	ALGERIA	Mallorca
	ANGOLA	Valletta
	BENIN	Mallorca
	BOTSWANA	Larnaca
	BURKINA FASO	Tenerife
	BURUNDI	Larnaca
	CAMEROON	Tenerife
	CAPE VERDE	Tenerife
	CENTRAL AFRICAN REPUBLIC	Valletta
	CHAD	Valletta
	COMOROS	Larnaca
	CONGO REP.	Valletta
	COTE D'IVOIRE	Mallorca
	D.R. CONGO	Valletta
	DJIBOUTI	Larnaca
	EGYPT	Larnaca

	EQ. GUINEA	Tenerife
	ERITREA	Larnaca
	ETHIOPIA	Larnaca
	GABON	Valletta
	GAMBIA	Tenerife
	GHANA	Mallorca
	GUINEA	Tenerife
	GUINEA-BISSAU	Tenerife
	KENYA	Larnaca
	LESOTHO	Larnaca
	LIBERIA	Tenerife
	LIBYA	Valletta
	MADAGASCAR	Larnaca
	MALAWI	Larnaca
	MALI	Mallorca
	MAURITANIA	Tenerife
	MAURITIUS	Larnaca
	MAYOTTE	Larnaca
	MOROCCO	Malaga
	MOZAMBIQUE	Larnaca
	NAMIBIA	Valletta
	NIGER	Valletta
	NIGERIA	Valletta
	REUNION	Larnaca
	RWANDA	Larnaca
	SAO TOME	Mallorca
	SENEGAL	Tenerife
	SEYCHELLES	Larnaca
	SIERRA LEONE	Tenerife
	SOMALIA	Larnaca
	SOUTH AFRICA	Larnaca
	SUDAN	Larnaca
	SWAZILAND	Larnaca
	TANZANIA	Larnaca
	TOGO	Mallorca
	TUNISIA	Cagliari
	UGANDA	Larnaca
	ZAMBIA	Larnaca

	ZIMBABWE	Larnaca
AMERICAS	ANGUILLA	Tenerife
	ANTIGUA & BARBUDA	Tenerife
	ARGENTINA	Tenerife
	ARUBA	Tenerife
	BAHAMAS	Tenerife
	BARBADOS	Tenerife
	BELIZE	Tenerife
	BERMUDA	Tenerife
	BOLIVIA	Tenerife
	BRAZIL	Tenerife
	BRITISH VIRGIN ISLANDS	Tenerife
	CANADA	Azores
	CAYMAN ISLANDS	Tenerife
	CHILE	Tenerife
	COLOMBIA	Tenerife
	COSTA RICA	Tenerife
	CUBA	Tenerife
	CURACAO	Tenerife
	DOMINICA	Tenerife
	DOMINICAN REPUBLIC	Tenerife
	ECUADOR	Tenerife
	EL SALVADOR	Tenerife
	FALKLAND ISLANDS	Tenerife
	FRENCH GUIANA	Tenerife
	GALAPAGOS ISLANDS	Tenerife
	GRENADA	Tenerife
	GUADELOUPE	Tenerife
	GUATAMALA	Tenerife
	GUYANA	Tenerife
	HAITI	Tenerife
	HONDURAS	Tenerife
	JAMAICA	Tenerife
	MARTINIQUE	Tenerife
	MEXICO	Tenerife
	MONSERRAT	Tenerife
	NICARAGUA	Tenerife

	PANAMA	Tenerife
	PARAGUAY	Tenerife
	PERU	Tenerife
	PUERTO RICO	Tenerife
	SABA	Tenerife
	SINT EUSTATIUS	Tenerife
	ST KITTS & NEVIS	Tenerife
	ST LUCIA	Tenerife
	ST MAARTEN	Tenerife
	ST MARTIN	Tenerife
	ST VINCENT	Tenerife
	SURINAME	Tenerife
	TRINIDADE & TOBAGO	Tenerife
	TURCS & CAICOS	Tenerife
	URUGUAY	Tenerife
	USA	Azores
	VENEZUELA	Tenerife
ASIA	AFGANISTAN	Larnaca
	AZERBAIJAN	Larnaca
	BAHRAIN	Larnaca
	BANGLADESH	Larnaca
	BHUTAN	Larnaca
	BRUNEI	Larnaca
	CAMBODIA	Larnaca
	CHINA	Larnaca
	EAST TIMOR	Larnaca
	INDIA	Larnaca
	INDONESIA	Larnaca
	IRAN	Larnaca
	IRAQ	Larnaca
	ISRAEL	Larnaca
	JAPAN	Larnaca
	JORDAN	Larnaca
	KAZAKHSTAN	Bucharest
	KUWAIT	Larnaca
	KYRGYZSTAN	Bucharest
	LAOS	Larnaca

	LEBANON	Larnaca
	MALAYSIA	Larnaca
	MALDIVES	Larnaca
	MONGOLIA	Bucharest
	MYANMAR (BURMA)	Larnaca
	NEPAL	Larnaca
	NORTH KOREA	Larnaca
	OMAN	Larnaca
	PAKISTAN	Larnaca
	PHILIPPINES	Larnaca
	QATAR	Larnaca
	SAUDI ARABIA	Larnaca
	SINGAPORE	Larnaca
	SOUTH KOREA	Larnaca
	SRI LANKA	Larnaca
	SYRIA	Larnaca
	TAIWAN	Larnaca
	TAJIKISTAN	Larnaca
	THAILAND	Larnaca
	TIBET	Larnaca
	TURKEY	Athens
	TURKMENISTAN	Larnaca
	UAE	Larnaca
	UZBEKISTAN	Larnaca
	VIETNAM	Larnaca
	YEMEN	Larnaca
AUSTRALIA + NEW ZEALAND	AMERICAN SAMOA	Larnaca
	ANTARCTICA	Tenerife
	AUSTRALIA	Larnaca
	COOK ISLANDS	Tenerife
	FEDERATED STATES OF MICRONESIA	Larnaca
	FIJI	Larnaca
	FRENCH POLYNESIA & TAHITI	Tenerife
	GUAM	Larnaca
	KIRIBATI	Larnaca
	MARSHALL ISLANDS	Larnaca

	NAURU	Larnaca
	NEW CALEDONIA	Larnaca
	NEW ZEALAND	Larnaca
	NIUE	Larnaca
	NORTHERN MARIANA ISLANDS	Larnaca
	PALAU	Larnaca
	PITCAIRN ISLANDS	Tenerife
	PAPUA NEW GUINEA	Larnaca
	SAMOA	Larnaca
	SOLOMON ISLANDS	Larnaca
	TAHITI	Tenerife
	TOKELAU	Larnaca
	TONGA	Larnaca
	TUVALU	Larnaca
	VANUATU	Larnaca
	WALLIS & FUTUNA	Larnaca
EUROPE	ALBANIA	Ljubljana
(Third countries)	ANDORRA	Toulouse
	ARMENIA	Larnaca
	AZERBAIJAN	Larnaca
	BELARUS	Warsaw
	BOSNIA-HERZEGOVINA	Ljubljana
	F.Y.R.O.M.	Ljubljana
	GEORGIA	Larnaca
	ICELAND	Dublin
	LIECHTESTEIN	Strasbourg
	MOLDOVA	Bucharest
	MONACO	Nice
	MONTENEGRO	Ljubljana
	NORWAY	Copenhagen
	RUSSIA	Vilnius
	SAN MARINO	Rimini
	SERBIA	Ljubljana
	SWITZERLAND	Lyon
	TURKEY	Athens
	UKRAINE	Bucharest

Appendix II – Overview of allowances and travel expenses

Distance/ Allowance	< 50 km	>50 km and < 150 km	> 150 km
Local travel allowance	NO	up to 25 EUR	up to 25 EUR
Accommodation allowance	NO	NO	100 EUR
Travel by bus/train/ship/car	NO	NO	paid
Travel by air	n/a	n/a	paid

Appendix III - Statement of expenses for candidates

In order to reimburse your travel costs in line with the EBA policy on Reimbursement of travel and subsistence expenses for persons invited by the EBA to an interview, examination, second interview or a pre-employment medical examination, please complete this form and submit it together with the supporting documents as listed below scanned by e-mail and the originals sent by post.

Please note that there is a period of 30 days after the date of the interview to claim your reimbursement. Once this period is expired the EBA has the right not to reimburse the cost incurred by the candidate invited for an interview, examination, second interview or pre-employment medical examination.

I. Candidate

SURNAME and First name:.....

Address:.....

Postcode:.....Town:.....

Country:.....

II. The interview/examination/second interview/pre-employment medical examination

Date:.....

Place:.....

III. Bank details

Bank account number: IBAN:.....

Swift:.....

Name on bank account:.....

Attached supporting documents:

- Travel tickets (e.g. flight ticket/invoice/train ticket/bus ticket/e-ticket) and boarding passes (where applicable)
- Travel by car (e.g. petrol/toll bills as proof of travel)

- Hotel invoice (where applicable)
- Price comparison and prior approval (in case of Article 4.5 and Article 5.2)

E-mail this statement and scanned documents to EBA-vacancies@eba.europa.eu

and send the originals to

European Banking Authority
Human Resources
One Canada Square (Floor 46), Canary Wharf
E14 5AA
London
United Kingdom

I hereby declare that the information provided is true and correct and that I do not receive any other allowances or reimbursement from any other sources.

I attach evidence of the travel costs in the form of paid tickets (boarding pass where applicable) and of the hotel invoice(s).

Date:

Signature of candidate: