

RULES

*for the reimbursement of travel and subsistence expenses
for persons outside the Commission Invited to attend a competition,
Interview or medical examination*

GENERAL PROVISION

Article 1

A contribution to the travel and subsistence expenses of persons outside the Commission invited:

- a) to take part in a competition with a view to recruitment;
- b) to attend an interview to see whether they are suitable for a vacant post;
- c) to undergo a pre-recruitment medical examination, shall be made in accordance with the provisions set out below.

The provisions in articles 2 and 3
do not apply to the present invitation

PROVISIONS APPLICABLE TO ATTENDANCE AT ORAL TESTS ORGANIZED AS PART OF A COMPETITION, INTERVIEWS AND MEDICAL EXAMINATIONS

Article 4

Travel expenses shall be reimbursed and a subsistence allowance paid in respect of attendance at:

- oral tests organized as part of a competition;
- interviews;
- medical examinations.

TRAVEL EXPENSES

Article 5

1. Travel expenses shall not be reimbursed where the distance between the place of residence and the place where the competition, interview or medical examination is held is 150 km or less.

2. Where the distance between the place of residence and the place where the competition, interview or medical examination is held exceeds 150 km, the basis for the calculation of reimbursement shall be:

- the shortest and most economical standard return route by rail;
- second-class rail fare;
- where the journey includes not less than six hours of night travel between 22.00 hours and 07.00 hours, the cost of a sleeper, on production of the ticket, or where the journey includes night travel of less than six hours between 22.00 hours and 07.00 hours the cost of a couchette, on production of the ticket;
- the cost of seat reservations and transport of necessary luggage as well as supplements for special fast trains on production of the relevant tickets and/or vouchers.

3. The cost of travel by sea shall be reimbursed for the class corresponding to second-class rail.

4. Where a means of transport other than those specified in paragraphs 2 and 3 above is used, reimbursement shall be based on the cost of second-class travel by rail, excluding sleeper and other supplements.

Article 6

Where the distance by rail between the place of residence and the place where the competition, interview or medical examination is held exceeds 500 km or where the route includes a sea-crossing, candidates shall be entitled to travel by air. Reimbursement shall be based on the most economical air fare on production of the ticket.

Article 7

The place of residence from which travel costs are reimbursed shall be that specified in the letter of invitation issued by the Directorate General for Personnel and Administration.

However, unless specific provision is made to the contrary, where this place is outside the European territory of the Member States, travel expenses shall be reimbursed only from the point in the European territory of a Member State which is nearest to it.

SUBSISTENCE EXPENSES

Article 8

1. Where the distance between the place of residence and the place where the competition, interview or medical examination is held is 50 km or less, no contribution to subsistence expenses shall be made.

2. Where the distance between the place of residence and the place where the competition, interview or medical examination is held is more than 50 km but not more than 150 km, a flat-rate contribution of EUR 25 shall be made.

3. Where the distance between the place of residence and the place where the competition, interview or medical examination is held is more than 150 km, a flat-rate daily allowance of EUR 50 shall be granted.

The flat-rate daily allowance of EUR 50 shall be granted exclusively for the day or days (i.e. periods of 24 hours) taken up by the competition, interview or medical examination.

It shall also cover expenses incurred as a result of the need to spend a night at the place where the competition, interview or medical examination is held. Candidates who, after the competition, interview or medical examination, cannot return to the place specified in the invitation before midnight shall be entitled to an additional allowance of EUR 50.

4. Candidates shall be entitled to reimbursement of the most economical air fare (on production of the ticket) and to a daily allowance of EUR 50 for each period of 24 hours which they are obliged by the conditions governing the purchase of the most economical air fare to remain at the place where the competition, interview or medical examination is held, provided that the total cost is less than the sum of the most economical standard return air fare and the normal subsistence allowance.

Article 9

The amounts in EUR shall be converted into the currency of the country where the competition, interview or medical examination is held by means of the monthly conversion rates fixed by the Commission for the purpose.

FINAL PROVISIONS

Article 10

In the case of oral tests, interviews and medical examinations, payment of the sums due under these Rules shall be made either in cash, by cheque or by transfer in the currency of the country where the oral test, interview or medical examination is held or in the currency of the country where the place of residence is situated.

Article 11

These Rules shall apply with effect from 1 January 1991.