

Prague, 11 September 2013
GSA/2013/OED/HR/107559

**DECISION OF THE EXECUTIVE DIRECTOR OF THE GSA ON
PUBLIC TRANSPORT CONTRIBUTION SCHEME FOR THE GSA STAFF**

THE EXECUTIVE DIRECTOR OF THE EUROPEAN GNSS AGENCY (GSA)

Having regard to the public transport contribution scheme currently used in Brussels (Decision of the Executive Director of the GSA 635255 from 11/5/2012),

Having regard to the commitment of European institutions, agencies and bodies to promote the use of public transport, including incentive measures to staff for using public transport for commuting between home and office,

HEREBY DECIDES AS FOLLOWS:

Article 1

The GSA shall put in place a public transport contribution scheme for the GSA staff in accordance with the rules laid down in the Annex 1 of this decision.

Article 2

This decision is not applicable to locations where the use of public transport for commuting between home and office is subsidised in an alternative way.

Article 3

The Finance Department shall report to the Executive Director on an annual basis on the implementation of the public transport scheme when submitting proposals for the annual budget plan of the GSA.

Article 4

This decision shall come into force on the date below.

Done at Prague, on *17 /09/ 2013*



Carlo des DORIDES
Executive Director of the GSA

Public Transport Contribution Scheme for the GSA Staff

1. The staff members are entitled to ask for partial reimbursement for any kind of seasonal ticket used for commuting from their residence to their place of employment.
2. The reimbursement would be 50% of the price of a seasonal ticket (with minimum duration one month) but only for a distance up to a maximum of 60 km between the residence and the place of employment. Any seasonal ticket covering a longer distance could only be reimbursed for an amount corresponding to the length of the trip up to 60 km.
3. The reimbursement would be due as soon as the ticket has been purchased by the staff member. An individual request should be submitted by each staff member no later than 3 months after the end of the seasonal ticket validity period. This request shall be supported by scanned documents proving the actual purchase of the seasonal ticket.
4. In case of annual tickets the reimbursement shall cover the whole period of their validity (i.e. both the current year and the following year).
5. In the case of the leave of a staff member, the GSA shall recover the amount corresponding to the remaining period covered by the seasonal ticket.