

**DECISION OF THE EXECUTIVE DIRECTOR
ON
RULES ON REIMBURSEMENT OF TRAVEL AND SUBSISTENCE EXPENSES
FOR PERSONS INVITED BY THE EUSPA FOR SELECTION PROCEDURE, TO AN INTERVIEW,
ASSESSMENT CENTRE OR TO A MEDICAL EXAMINATION**

(version 1.2)

THE EXECUTIVE DIRECTOR OF THE EUROPEAN UNION AGENCY FOR THE SPACE PROGRAMME

Having regard to Regulation (EU) 2021/696 of the European Parliament and of the Council of 28 April 2021 establishing the Union Space Programme and the European Union Agency for the Space Programme and repealing Regulations (EU) No 912/2010, (EU) No 1285/2013 and (EU) No 377/2014 and Decision No 541/2014/EU;

Having regard to Staff Regulations of Officials of the European Union ('Staff Regulations') and the Conditions of Employment of Other Servants of the European Union ('CEOS'), laid down in Council Regulation (EEC, Euratom, ECSC) No 259/68;

Whereas it is appropriate to lay down general rules on reimbursement of travel and subsistence expenses for persons invited by the EUSPA for selection procedure, to an interview, assessment centre or to a medical examination.

DECIDES AS FOLLOWS

GENERAL PROVISIONS

Article 1

A financial contribution shall be granted regarding travel and subsistence expenses for persons invited to the oral or written tests of an open competition or other selection procedure in the field of human resources, to an interview, assessment centre or to a medical examination, subject to the conditions set out below.

TRAVEL EXPENSES

Article 2

1. Travel expenses shall not be reimbursed where the distance is 150 km or less between the place of residence of the candidate (hereinafter "place of residence") and the place specified in the candidate's invitation where the open competition, selection procedure, interview, assessment

centre or the medical examination should take place (hereinafter “place specified in the candidate's invitation”).

2. Where the distance between the place of residence and the place specified in the candidate's invitation exceeds 150 km, the EUSPA shall reimburse (on presentation of both ways tickets):
 - a. The cost of travel by bus;
 - b. The cost of a second-class train ticket, and:
 - 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, 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,
 - the cost of the necessary seat reservations and transport of luggage as well as supplements for special fast trains on presentation of the relevant tickets and/or vouchers.
 - 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 travel by car on the basis of an allowance per kilometre calculated as set out below:
 - EUR 0.12 per kilometre from 1 to 1000 kilometres,
 - EUR 0.08 per kilometre for the part from 1001 to 10 000 kilometres,
 - EUR 0.00 above 10 000 kilometres.
3. Where the distance by rail between the place of residence and the place specified in the candidate's invitation exceeds 300 km or where the route includes a sea-crossing, candidates shall be entitled to reimbursement of cost of travelling by air. Reimbursement shall be based on the most economical air fare on presentation of the flight ticket (economy class) and the boarding cards.
4. 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.
5. Public transport tickets are reimbursed.
6. Taxi services, parking fees, toll fees, car rental and other transport expenses not mentioned in the paragraphs above are not reimbursed.

Article 3

The place of residence from which travel costs are reimbursed shall be that specified in the application form as contact address.

If a candidate is temporarily a resident at another address, prior agreement by EUSPA has to be requested by the candidate before booking the tickets in order to use the temporary address for calculating the travel costs.

However, unless specific provision is made to the contrary, where the current place of

residence/employment is outside the territory of the European Union, travel expenses shall be reimbursed only on the basis of the price of an economy plane ticket from the capital of the Member State of the European Union closest to that place.

SUBSISTENCE EXPENSES

Article 4

1. A daily subsistence allowance of EUR 25 shall be granted where the distance between the place of residence and the place specified in the candidate's invitation is more than 50 km. It shall only be paid in respect of the day(s) on which the tests, interview(s) or medical examination is/are held.
2. The candidate is entitled for one-night accommodation allowance of EUR 100 where the distance between the place of residence and the place specified in the candidate's invitation is more than 150 km. This allowance shall be granted in cases of incompatibility between the times specified in the letter of invitation and transport timetables. It shall be paid on presentation of a hotel bill.

In exceptional cases an additional accommodation allowance (EUR 100 per night) can be granted due to the transport timetables or more advantageous price provided that the sum of the alternative flight ticket and this additional accommodation allowance is lower than the notional flight to which the candidate would normally have been entitled.

In all cases where more than one night is needed due to the transport timetables or more advantageous prices, candidates shall provide evidence and obtain prior agreement by EUSPA before booking the hotel.

If the candidate receives an accommodation allowance for one or more nights, he shall not be entitled to the daily allowance mentioned in paragraph 1.

3. The total amount of the accommodation allowance granted to the candidate may not exceed EUR 300.
4. The complete application for a financial contribution towards travel and/or subsistence expenses, accompanied by all the supporting documents required, must be submitted by post (the postmark being taken as proof), by email (if the original documents exist in electronic format only), or in person to the relevant department within three months of the date of the interviews and examinations. Applications shall not be accepted once this deadline has passed.

CANDIDATES WITH SPECIAL NEEDS

Article 5

In order to avoid exceptional hardships and on the explicit and justified request by the candidate, the EUSPA may allow derogation from the above rules, in particular in cases for candidates with disabilities or special needs. The EUSPA may also grant additional sums, up to a maximum of the double amount the candidate would have been entitled to.

FINAL PROVISIONS

Article 6

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 Commission for the purpose.

Article 7

Candidates shall be responsible for being covered against the risk of accident for the duration of their journey and their stay.