

**GSA/OP/09/14**

**"General ICT Support"**

**ANNEX I.J to the Tender Specifications**

**GSA Rules for Mission Reimbursement**

## **Daily Subsistence Allowance**

The Daily Subsistence Allowances is a flat rate amount fixed per country to cover part of mission expenses.

### Composition

- 15% to cover breakfast
- 30% to cover lunch
- 30% to cover dinner
- 25% to cover local transportation (public transport and taxis at the place of mission except for airport or station transfers) and other personal expenses.

### Calculation

The amount paid for daily allowances depends on the duration of the mission:

- from 00h00 to 06h00: 0.20 Daily allowance (DA)
- from 06h01 to 12h00: 0.5 DA
- from 12h01 to 24h00: 1 DA
- from 24h01 to 36h00: 1.5 DA
- each successive 12-hour period: 0.5 DA.

The duration of the mission is calculated from the time of departure of the main transport used. It finishes at the time of arrival back at the place of employment.

### Long term mission

Long term missions: if your mission exceeds 4 weeks (28 days) in the same place, this mission will be considered as a long term mission. In such a case, daily allowances should be reduced to 75%.

**The Daily Subsistence Allowances and Ceiling for Accommodation per country:**

Country	Daily Allowance in EUR	Ceiling for Accommodation in EUR
Austria	95	130
Belgium	92	140
Bulgaria	58	169
Croatia	60	120
Cyprus	93	145
Czech Republic	75	100 ( <i>lowered in accordance with GSA experience in Prague</i> )
Denmark	120	150
Estonia	71	110
Finland	104	140
France	95	150
Germany	93	115
Greece	82	140
Hungary	72	150
Ireland	104	150
Italy	95	135
Latvia	66	145
Lithuania	68	115
Luxembourg	92	145
Malta	90	115
Netherlands	93	170
Poland	72	145
Portugal	84	120
Romania	52	170
Slovakia	80	125
Slovenia	70	110
Spain	87	125
Sweden	97	160
United Kingdom	101	175

Please note that the rates of the Daily Subsistence Allowances and Ceiling for Accommodation per country are based on the same rates published by the European Commission. In case the EC rates are changed, the GSA reserves right to change accordingly the above specified rates.