



**European Committee  
of the Regions**

**REGULATION No 0009/2017  
on the reimbursement of travel expenses and payment of flat-rate subsistence allowances for  
third parties participating in the activities of the European Committee of the Regions**

**THE BUREAU OF THE COMMITTEE OF THE REGIONS,**

**HAVING REGARD TO** the Treaty on the Functioning of the European Union, in particular Articles 305, 306 and 307 thereof,

**HAVING REGARD TO** Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012<sup>1</sup> on the financial rules applicable to the general budget of the European Union and repealing Council Regulation (EC, Euratom) No 1605/2002 and Commission Delegated Regulation (EU, Euratom) No 1268/2012 of 29 October 2012<sup>2</sup> on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union,

**HAVING REGARD TO** the Rules of Procedure of the Committee of the Regions, in particular Rules 37, 39, 40 and 71 thereof,

**HAVING REGARD TO** Regulation No 5/2014 of the Committee of the Regions' Bureau on the refund of travel and accommodation expenses for third parties participating in the activities of the Committee of the Regions,

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<sup>1</sup> [OJ L 298, 26.10.2012, p.1.](#)

<sup>2</sup> [OJ L 362, 31.12.2012, p. 1.](#)

## **HAS ADOPTED THIS REGULATION:**

### ***Article 1: Principles***

At the beginning of each year, the Bureau, having obtained the opinion of the Commission for Financial and Administrative Affairs, shall approve the general breakdown of annual appropriations for financing the reimbursement of travel expenses and payment of subsistence allowances for third parties participating in the activities of the European Committee of the Regions.

### ***Article 2: Travel expenses***

- 1 The reimbursement of travel expenses incurred by third parties shall be limited to the reimbursement of the cost of travel by rail, bus or boat (up to the price of a first-class ticket), by car or by air (up to the price of an economy-class ticket).
- 2 The reimbursement of travel expenses shall be based on the distance (direct route) between the place of residence and the meeting venue.

In the event of a third party taking a route other than the direct route from his/her place of residence, or arriving more than 48 hours before the start and/or leaving more than 48 hours after the closure of the meeting, or if the journey is interrupted for more than 24 hours and the interruption is not justified by a duly authorised meeting of the Committee, his/her expenses shall only be reimbursed under the condition that he/she submits the necessary evidence stating the price difference compared with a direct journey, together with the claim. If the submitted evidence proves that the cost of the indirect journey is lower than the cost of a direct journey, the costs will be reimbursed. If the cost of the indirect journey is higher than that of a direct journey, the reimbursement will be limited to the price of the direct journey.

If the evidence is not submitted together with the claim, the third party in question shall submit a separate application for authorisation to the authorising officer by subdelegation, giving reasons justifying the indirect journey and enclosing the necessary evidence stating the price difference compared with a direct journey. These claims will not receive priority treatment.

### ***Article 3: Special rules concerning travel expenses for third parties who are non-EU members of ARLEM and CORLEAP***

- 1 The participation of non-EU members of ARLEM and CORLEAP in meetings of ARLEM or CORLEAP statutory bodies and other relevant ARLEM and CORLEAP activities shall be financed within the budget limits fixed by the European Committee of the Regions Bureau.
- 2 In duly justified cases, the President of the Committee may exceptionally authorise the reimbursement of travel expenses and payment of subsistence allowances to non-EU members of ARLEM and CORLEAP for activities not directly organised by the European Committee of the

Regions, when such participation is considered of particular importance to the work of the Committee.

- 3 Non-EU members of ARLEM and CORLEAP may choose either to buy their travel tickets themselves, and subsequently request reimbursement of the travel expenses incurred, or to use the services of a travel agency contracted by the Committee.

Should the services of a Committee travel agency be used, the following rules shall apply:

- a) The request must be sent to the Committee department which deals with the organisation of the event at least two weeks before the date of the meeting to which the third party has been invited.
- b) The request must be accompanied by proof that the visa necessary to travel to the meeting venue has been obtained.
- c) If the third party is unable to use a ticket issued, he/she must inform the travel agency and the airline within the deadlines provided for under the terms and conditions of the airline.
- d) Any costs arising from cancellation of or changes to the ticket due to failure to comply with said deadlines and conditions shall be the responsibility of the third party.
- e) The third party shall be liable towards the Committee for the costs of the ticket(s) ordered if he/she fails to attend the meeting or event after confirming his/her attendance.

***Article 4: Flat-rate subsistence allowance***

1. A third party who is duly authorised to participate in a meeting shall be entitled to a flat-rate subsistence allowance per stay, if his/her participation requires an overnight stay.
2. The allowance shall cover, on a flat-rate basis, all types of expenses incurred at the venue of the meeting, including accommodation expenses.
3. The amount of the subsistence allowance shall be equal to 85% of the amount paid as a flat-rate meeting allowance to members of the Committee of the Regions.
4. If the accommodation costs of a third party are financed by another authority or organisation, or if the third party does not stay overnight, the amount of the subsistence allowance payable shall be limited to 50% of the amount of the allowance to which the third party is normally entitled.

**Article 5: Reimbursement procedure**

- 1 Third parties shall sign the official attendance list at each meeting and on each meeting day.
- 2 Expenses claim forms must be completed and signed by third parties during the meeting and must be accompanied by all supporting documents. Claims submitted within two weeks after the meeting and complete files shall receive priority treatment.
- 3 Expenses claim forms, together with all supporting documents, must be submitted to the members' financial department of the Committee at the latest by 1 December of the year following the year in which the meeting took place. Any claim which is received after or is incomplete on this date will not be reimbursed and will be considered null and void.
- 4 The amounts due for reimbursement of travel expenses and payment of flat-rate subsistence allowances shall be calculated in euros.
- 5 Payments shall be made at the request of the third party in question, by bank transfer to a bank or post-office account.
- 6 Conversions of non-euro currencies shall be made at the exchange rate published monthly by the accounting officer of the European Commission (InforEuro).

**Article 6: Cases not covered**

Cases not covered by these rules shall be referred by the authorising officer by subdelegation to the President for decision.

**Article 7: Implementing provisions**

The Secretary-General shall adopt implementing provisions regarding the application of this Regulation, following prior consultation of the Commission for Financial and Administrative Affairs.

***Article 8: Final provisions***

This regulation shall supersede Regulation No 5/2014 of the Bureau of the Committee of the Regions of 1 April 2014 on the refund of travel and accommodation expenses for third parties participating in the activities of the Committee of the Regions.

This regulation shall enter into force on 1 January 2018.

Done in Brussels, 29 November 2017

For the Bureau of the European Committee of the Regions

(signed)

Karl-Heinz Lambertz  
President

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