

# Guidelines on travel and accommodation

The information below is synthesised from and, therefore, acts as a complement to, not a replacement of Commission Decision C(2007)5858. The document is for information purposes only.

A return journey from the address in your contract	Fees 450 EUR per working day	Daily allowance 113 EUR per working day	Accommodation allowance 168 EUR per night
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## Concerning your travel

- Please make sure to select the most economical travel rate when booking your ticket, in particular by selecting non-flexible tickets and booking as soon as your meeting dates are confirmed. We reserve the right to cap the reimbursement of travel tickets that do not follow these principles;
- Your travel should start and end at the address in your contract unless you request a change of point of departure prior to contract signature.
- Travel should not be combined with holidays or other meetings without prior authorisation;
- Business class is only allowed for non-stop flights of 4 hours and longer;
- On regular trains we reimburse up to 1<sup>st</sup> class travel. On Eurostar (London-Brussels) we reimburse Standard Premier capped at the limit of £399 (return); on other Eurostar routes we reimburse up to Comfort class. For Deutsche Bahn, only semi-flex rates are eligible. For questions related to other train services, please get in touch.

## Concerning your accommodation

- You are allowed to arrive the day before the first meeting and leave the day after the last meeting;
- For your convenience, [a list of hotels](#) close to the meeting premises (in Brussels) with agreed rates is available on the Portal.

## Your daily allowance covers

- Local transport during meeting days (train, metro, bus, taxi, etc.);
- Travel and accident insurance.

## We do not reimburse

- Taxi and parking fees;
- Meals during travel;
- Business Lounge access;
- Cost of printing out a boarding pass;
- Upgrades of flight tickets to Premium Economy
- Travel agency and booking fees;
- Cost of transport cards (Bahncard, MOBIB, Oyster card);
- Car rental

## Special cases

Below are some examples of issues you might encounter and which may need clarification or prior authorisation from us:

- Cancelled/changed travel resulting in additional costs (e.g. strikes);
- Bridging weekend in between weeks of evaluation;
- Exceptional use of a taxi;
- Availability of a flexible ticket for a cheaper price;
- Travel by train for a distance longer than 400 km;
- Travel by car for a distance longer than 400 km;
- Living at the limit of the 100km from the meeting location.

## Get in touch!

If you have any questions or concerns, or if you need prior authorisation, please contact us via the email address provided in your contract.