



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

EMA/65520/2018
Executive Director

Decision of the Executive Director

On the contribution to travel and subsistence expenses for the candidate invited to attend a selection procedure (test, interview) or a medical examination

THE EXECUTIVE DIRECTOR

HAVING REGARD to Article 33 of the Staff Regulations and Articles 13 and 83 of the Conditions of Employment of Other Servants of the European Union,

HAVING REGARD to the Rules on the contribution to travel and subsistence expenses of the candidate invited to sit tests in a selection procedure organised by European Personnel Selection Office (EPSO)

HAS DECIDED:

Article 1 – General provisions

A financial contribution to travel, subsistence and accommodation expenses of the candidates invited to a test, an interview or a medical examination in a selection procedure organised by European Medicines Agency (EMA) shall be paid in accordance with the provisions set out below.

Article 2 – Travel and subsistence flat-rate

A flat-rate contribution to travel (covering the cost of return journey, transfers and local transport) and subsistence expenses is calculated as set out below.

No contribution to the travel and subsistence expenses shall be paid where the distance is 50 km or less.

Any amount exceeding the calculated flat-rate shall be borne by a candidate.

For the purpose of the calculation methodology only, the distance is defined as the linear distance (one way) between the candidate's place of residence/employment as stated in an invitation for a selection procedure/medical examination sent by EMA and the place where the selection procedure/medical examination is held. The linear distance is calculated by the tool used by EMA.

If a candidate travels from a location different from his/her place of residence/employment as stated in an invitation, the distance will be calculated between the travel destination and the place where the selection procedure/medical examination is held. However, the flat-rate payable cannot exceed the



flat-rate applicable for the distance between the declared place of residence/employment and the place where the selection procedure/medical examination is held.

Where the distance exceeds 50 km, the following flat-rate amounts will apply:

Distance		Applicable flat-rate amount in EUR
From (km)	To (km)	
0	50	0
51	150	50
151	200	150
201	500	225
501	1000	295
1001	2000	360
2001	3000	400
Over 3001 km		440

Article 3 – Accommodation allowance

Where the distance (as defined in Art. 2) is more than 150 km, a single flat-rate accommodation allowance of EUR 120 shall be paid upon presentation of supporting documents (as defined in Art. 5).

In case that the transport timetable does not allow a candidate to return to his/her place of residence/employment on the same day by midnight of the selection procedure/medical examination, EMA may grant an additional accommodation allowance of EUR 120. The reimbursement of cost in such cases is subject to **prior** written authorisation by EMA, i.e. before booking the accommodation. A separate e-mail confirmation will be sent by EMA in these instances.

Article 4 – A candidate with disabilities or special needs

In order to avoid exceptional hardship and on the explicit and justified request by the candidate, the Executive Director may allow derogation from the above rules in particular cases for a candidate with disabilities or special needs. To cater for these cases, an additional contribution up to the established travel flat-rate (as defined in Art. 2) may be granted upon the receipt of supporting documents.

Article 5 – Form and supporting documents

In order to benefit from the contribution, a candidate shall complete the 'Statement of expenses for candidates', available on EMA's website under the Careers section and provide a proof of travel cost and, if applicable, a proof of accommodation cost (i.e. an invoice and formal receipt/proof of payment for accommodation).

All documents must be scanned and legible copies sent by e-mail to candidates@ema.europa.eu within 30 calendar days from the date of a test, interview or a medical examination.

Incomplete forms with missing supporting documents will not be processed.

The original supporting documents must be retained for the period of two years for auditing purposes.

Article 6 – Payments

Amounts due under the above rules shall be paid by bank transfer in Euro or GBP only. In those cases where the currency used was neither Euro nor GBP, the exchange rates that are established by the

official monthly rate at the point of processing the reimbursement request according to the European Commission exchange are used.

Payments to accounts outside the Euro-zone may be subject to exchange rate variation that may apply and the account holder will be subject to shared costs for bank charges. The account holder needs to ensure that the transfer is accepted by his/her bank.

Article 7 - Change of travel arrangements by a candidate

In case of re-arranged travel due to personal reasons, any incurred cost e.g. the cost for the cancelled travel / accommodation shall be borne by a candidate.

A candidate who does not attend the selection procedure/ medical examination due to personal or other reasons is not entitled to the reimbursement of incurred travel or accommodation cost. Travel insurance undertaken by a candidate himself/herself is recommended to cover such cases.

The Executive Director may allow derogation from the above rule under exceptional circumstances and in duly justified cases.

Article 8 – Contribution from other sources

EMA shall pay no contribution to a candidate who benefits from a contribution of similar nature towards travel, subsistence costs and accommodation received from another source. Such contribution must be declared to EMA.

Article 9 – Accident insurance

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

EMA shall not be liable for any material, non-material or physical damage suffered by the invited candidate in the course of his/her journey to or stay in the place where the selection procedure/ medical examination is held, unless such harm is directly attributable to EMA. In particular, the invited candidate, who uses his/her own means of transport for travelling to such selection procedure/ medical examination, shall be entirely liable for any accidents that he/she might cause.

Article 10 – False declaration

False declaration in order to receive the financial contribution might lead to the exclusion of the candidate from the selection procedure.

Article 11 – Effective date

This decision shall be effective from 1 April 2018 and replaces the previous decision dated on 1 August 2015, ref no. EMA/466953/2015.

London, 1 April 2018

[Signature on file]

Guido Rasi

Executive Director