



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

1 April 2018
EMA/105076/2018
Administration

Contribution to travel and subsistence expenses for candidates invited to attend a selection procedure (test, interview) or a medical examination

Frequently Asked Questions



Table of contents

1. Entitlement.....	4
1.1. Is there any financial contribution from EMA towards the travel expenses related to the written test/interview/medical examination?	4
1.2. How do you calculate the km distance for the travel flat-rate?	4
1.3. Is the travel and subsistence flat-rate always paid?	4
1.4. Does EMA pay anything else apart from the travel and subsistence flat-rate?.....	4
1.5. If I fail my test/interview, am I still entitled to the contribution from EMA?.....	4
1.6. Can EMA arrange my travel or accommodation?.....	4
2. Travel and subsistence flat-rate	5
2.1. My actual travel costs are lower/higher than the travel flat-rate. Am I going to be paid the travel flat-rate in full?	5
2.2. Will EMA pay for first/business class travel?	5
2.3. I am travelling from different location than my place of residence or employment. How is my travel and subsistence flat-rate calculated?.....	5
2.4. Can I come by car?.....	5
2.5. What if I drive and have to pay for a ferry or euro shuttle fare?	5
2.6. Will EMA pay for transfers to/from the airport/the train station?	5
2.7. What if my place of residence/employment is outside the European Union?	5
2.8. Being invited to the test, I would like to take the opportunity to spend more days at the place of the test for personal reasons. Am I still entitled to receive the contribution towards my travel expenses?	6
2.9. I have to change my departure date because of personal reasons. Will you refund the new ticket with different departure date since I cannot change the original ticket? Would you pay an additional travel flat-rate to cover these costs?	6
2.10. I was in time pressure to catch my flight and I took a taxi. Do you contribute towards taxi costs?	6
2.11. I took a taxi to / from the airport for a medical reason. Will I be reimbursed these costs?.....	6
3. Accommodation allowance	6
3.1. When am I entitled to the accommodation allowance?	6
3.2. If I am obliged to stay two nights in London, will I receive the double accommodation allowance?	6
3.3. I will stay in London overnight as I may not be in time for my appointment early in the morning or in time to take the last flight/train back home after my interview/test. Am I entitled to the accommodation allowance?	6
3.4. What if I stay overnight with friends/family members?.....	7
3.5. Does EMA recommend any hotels and is it possible to get the 'Agency rates' at a hotel?7	
3.6. If I stay in a hotel where a rate per night is less/more than €120, how much will be my accommodation allowance?	7
3.7. I shared a hotel room with another candidate. How will hotel expenses be reimbursed? 7	
4. Procedure to claim contribution from EMA	7
4.1. What do I have to do to claim the contribution?	7

4.2. What documents do I need to provide in order to receive the contribution?7

4.3. Where can I find the candidates contribution rules and a statement of expenses for candidates?.....8

4.4. What is the deadline to apply for the contribution?8

4.5. Can I receive my travel and subsistence flat-rate together with the accommodation allowance in cash on the day of my test/interview?8

4.6. When should I expect my contribution?8

4.7. What is the currency of the contribution?8

5. Contact 8

1. Entitlement

1.1. Is there any financial contribution from EMA towards the travel expenses related to the written test/interview/medical examination?

A flat-rate contribution to travel and subsistence expenses will be made for the candidates invited to a selection procedure (interview/test) or a medical examination. The flat-rate is based on distance (km) between place of residence /employment and the place where the selection procedure/medical examination is held.

1.2. How do you calculate the km distance for the travel flat-rate?

The distance is calculated as the shortest path (linear distance) between the place of candidate's residence/employment and the place where the selection procedure/medical examination is held. The tool used by EMA for calculating the distance is www.freemaptools.com.

1.3. Is the travel and subsistence flat-rate always paid?

There is no travel and subsistence flat-rate paid if the distance is less than 51 km.

1.4. Does EMA pay anything else apart from the travel and subsistence flat-rate?

Yes, EMA may pay an accommodation allowance if your place of residence/employment is located more than 150 km from the place of the written test /interview /medical examination. You must submit relevant supporting documents, i.e. an invoice and proof of payment for accommodation.

Overview table of the contribution available:

Contribution	Distance		
	less than 51 km	51-150 km	more than 150 km
Travel and subsistence flat rate	Nil	Yes	Yes
Accommodation allowance	Nil	Nil	Yes

1.5. If I fail my test/interview, am I still entitled to the contribution from EMA?

Yes.

1.6. Can EMA arrange my travel or accommodation?

EMA does not arrange travel or accommodation for candidates.

2. Travel and subsistence flat-rate

2.1. My actual travel costs are lower/higher than the travel flat-rate. Am I going to be paid the travel flat-rate in full?

Yes, you will be paid the travel and subsistence flat-rate in full based on distance, please see 1.1.

2.2. Will EMA pay for first/business class travel?

You are free to choose your preferred travel option. EMA will contribute to your travel costs in form of a flat-rate. Any costs above the applicable flat-rate, will be borne by you.

2.3. I am travelling from different location than my place of residence or employment. How is my travel and subsistence flat-rate calculated?

The travel flat-rate will be based on distance between the travel destination and the place where the selection procedure / medical examination is held. However, in any case, the flat-rate payable cannot exceed the flat-rate applicable for the distance between the declared place of residence/employment. For example, if your place of residence/employment is Athens, but you travel from Brussels, you will be entitled to the travel flat-rate applicable for Brussels.

If your place of residence/employment is Paris, but you travel from Stockholm, you will be entitled to the travel flat-rate applicable for Paris.

2.4. Can I come by car?

If you travel by car, you are eligible for the travel and subsistence flat-rate. However, you need to provide supporting documents to proof your travel, such as tolls receipt, parking receipt, channel crossing receipt etc. These additional receipts serve only as a proof of travel. There is no additional payment to cover these costs.

2.5. What if I drive and have to pay for a ferry or euro shuttle fare?

There is no additional payment for ferry and shuttle fares or similar. These fares are covered within the travel and subsistence flat-rate.

2.6. Will EMA pay for transfers to/from the airport/the train station?

There is no additional payment for airport transfers, public transport or similar. These costs are covered within the travel and subsistence flat-rate.

2.7. What if my place of residence/employment is outside the European Union?

The flat rate is calculated using the methodology described in 1.1.

2.8. Being invited to the test, I would like to take the opportunity to spend more days at the place of the test for personal reasons. Am I still entitled to receive the contribution towards my travel expenses?

You are entitled to receive the travel and subsistence flat-rate as described in 1.1. and accommodation allowance as described in 1.4. EMA only contributes towards the expenses directly related to the test/interview/medical examination. This means that you can only be refunded for up to the equivalent of the trip from/to your place of residence for the respective period according to the letter of invitation.

2.9. I have to change my departure date because of personal reasons. Will you refund the new ticket with different departure date since I cannot change the original ticket? Would you pay an additional travel flat-rate to cover these costs?

No, we will pay only one travel and subsistence flat-rate.

2.10. I was in time pressure to catch my flight and I took a taxi. Do you contribute towards taxi costs?

No, this is part of the travel and subsistence flat-rate.

2.11. I took a taxi to / from the airport for a medical reason. Will I be reimbursed these costs?

No, this is part of the travel and subsistence flat-rate.

3. Accommodation allowance

3.1. When am I entitled to the accommodation allowance?

You are entitled to the accommodation allowance if the distance between your place of residence/employment and the place where the selection procedure/medical examination is more than 150 km. You do not need a prior approval for a single accommodation allowance.

3.2. If I am obliged to stay two nights in London, will I receive the double accommodation allowance?

A candidate might be obliged to spend a second night in London in case that the transport timetable does not allow him/her to return to his/her place of residence/employment on the same day.

Under these circumstances (when candidate is obliged to stay for 2 nights in a hotel) s/he can be entitled to double accommodation allowance (2 x €120). In these cases, a **prior** written authorisation from EMA is required. Please contact candidates@ema.europa.eu before making a booking of your accommodation

3.3. I will stay in London overnight as I may not be in time for my appointment early in the morning or in time to take the last flight/train

back home after my interview/test. Am I entitled to the accommodation allowance?

Yes, however, this needs to be reasonable and justified (time schedule interview, travel). We leave it to the candidate to judge whether that is necessary or not. We will verify if the hotel night was necessary by checking the flight/train timetable and the time of the test /interview /medical examination.

3.4. What if I stay overnight with friends/family members?

If you have no accommodation expense, you are not entitled to the accommodation allowance. The allowance is paid only upon receipt of supporting documents e.g. invoice.

3.5. Does EMA recommend any hotels and is it possible to get the 'Agency rates' at a hotel?

No, EMA does not recommend any particular hotel and EMA has no 'Agency rates' with any hotel for candidates.

3.6. If I stay in a hotel where a rate per night is less/more than €120, how much will be my accommodation allowance?

If an overnight stay at a hotel is required, you will receive the flat-rate of €120 regardless of the actual price of the hotel. However, the proof that you stayed at the hotel (i.e. an invoice and a proof of payment) needs to be provided.

3.7. I shared a hotel room with another candidate. How will hotel expenses be reimbursed?

The daily allowance of €120 will be paid to one candidate mentioned on the hotel invoice. The other candidate will be granted only the travel and subsistence flat-rate.

4. Procedure to claim contribution from EMA

4.1. What do I have to do to claim the contribution?

In order to request the contribution, please complete 'the statement of expenses for candidates' and together with supporting documents email it to candidates@ema.europa.eu. Returning the statement to EMA is regarded as your legal declaration.

4.2. What documents do I need to provide in order to receive the contribution?

You need to provide:

- boarding passes or used train tickets (or any documents proving the travel);

- a proof of travel cost;
- an accommodation invoice and a proof of payment if required;
- a supporting documents, i.e. toll receipt, if you travel by car.

4.3. Where can I find the candidates contribution rules and a statement of expenses for candidates?

They can be found on EMA website under '[About Us/Careers](#)/Application and selection process:

[Decision of the Executive Director on the contribution to travel and subsistence expenses for candidates invited to attend a selection procedure \(test, interview\) or medical examination](#)

[Statement of expenses for candidates](#)

4.4. What is the deadline to apply for the contribution?

You need to submit the completed documents within 30 calendar days from the date of your test/interview /medical examination.

4.5. Can I receive my travel and subsistence flat-rate together with the accommodation allowance in cash on the day of my test/interview?

No. All payments are processed by bank transfer to the indicated bank account.

4.6. When should I expect my contribution?

A payment is processed within 30 working days from the time all required documents are provided by the candidate.

4.7. What is the currency of the contribution?

If you are a UK bank holder, the payment is processed in Pound Sterling (GBP) with [the European Commission exchange rate](#) applied at time of the payment. For any non-UK accounts, the payment is processed in Euro.

5. Contact

If you have any other questions regarding the contribution towards your expenses, please e-mail them to candidates@ema.europa.eu.