Annex V

Reimbursement of expenses

Where expressly stated in a specific contract, the Agency shall reimburse the travel and accommodation costs which are directly connected with the provision of *intra muros* services in accordance with the below policy from time to time in force or as follows on production of original supporting documents, including hotel bills, receipts and used tickets.

As general rule, any travel or/and accommodation expenses shall be reimbursed with a daily or monthly capped rate as follows:

Profile	**Capped expenses**
Analyst	**10%**
Consultant	**10%**
Senior Consultant	**10%**
Managing Consultant / Manager	**10%**
Senior Manager	**10%**
Partner/Managing director	**10%**

Travel expenses

The travel costs shall be reimbursed within the capped expense rate stated in the above table as follows:

Air
Economy class fare or business class fare when the cost is not substantially more and allows more flexibility, by the most direct route.

Public transport
Fare or second class fare for train travel

Other means of transport
Flat rate in line with the public transport fare cost (second class train fare where appropriate), by the most direct route.

Taking up travel expenses
Returned flight expenses associated with taking up appointment will be reimbursed up to €450.

Mission travel expenses
Returned train and/or flight second class fare associated with a required mission will be reimbursed in full.

Accommodation expenses

The hotel expenses shall be reimbursed as follows:

Hotel bills for hotels in London will be reimbursed within the capped expense rate stated in the above table, including breakfast and taxes. All other expenses such as meals, minibar, telephone, internet, taxi, entertainment, etc. are excluded.

For consultants whose offices are more than 80 km (50 miles) from the Agency premises, reimbursement of accommodation expenses for one night (in the UK or in the country of origin), prior to and/or after a meeting day, is allowed when the departure time from the airport or railway station would be before 08h00 and when the arrival time at the airport or railway station would be after 23h00[1].

For consultants whose offices are less than 80 km (50 miles) from the Agency's premises, there will be no reimbursement of any accommodation expenses.

A hotel night will be granted based on the time of the next available flight/train after the meeting ends.

In case of flight or train cancellations in unforeseen circumstances, one night's accommodation may be reimbursed upon request, subject to justification, where the carrier offers no suitable alternative arrangements. The Agency will follow the airline or train company policy in terms of alternative travel rearrangement. No additional ticket will be covered by the Agency.

Where no hotel bill is produced, a standard rate of €60 can be paid except where accommodation has been provided by the meeting organiser.

Subsistence expenses

In exceptional case, when a consultant will be required to go or join staff members on mission, a flat basis daily allowance of Euro 105 shall be paid to cover all costs including meals, local transport (including return transport from the airport, taxi or hired car), telephone, internet, parking, etc.

[1] Hotel accommodation during a meeting can be reimbursed on request, in case of meetings lasting longer than 7.30pm and travelling time of more than one hour.