



EUROPEAN MEDICINES AGENCY  
SCIENCE MEDICINES HEALTH

12 March 2026  
EMA/MB/279597/2018 Rev. 6 – Adopted  
Management Board meeting of 12 March 2026

## Rules for reimbursement of expenses for delegates attending meetings

### THE MANAGEMENT BOARD

HAVING REGARD to Regulation (EC) No 726/2004<sup>1</sup> laying down Union procedures for the authorisation and supervision of medicinal products for human use and establishing a European Medicines Agency (hereinafter, 'Agency' or 'EMA'), and in particular Articles 56(1)(a) to (e), 56(2), 66(g) and 67(5) thereof;

HAVING REGARD to the Financial Rules applicable to the budget of the European Medicines Agency (EMA/913517/2019) of 1 July 2019 and in particular Articles 45(1), 73 and 85 thereof;

HAVING REGARD to the Commission meeting reimbursement rules adopted by the Commission on 5 December 2007 with reference C(2007) 5858;

HAVING REGARD to the decision of the Management Board of 2 October 2025 adopting by analogy the Commission Decision C (2025)2495 of 13 May 2025 on the general provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulations of Officials and on authorised travel, effective from 1 January 2026.

### WHEREAS

In order to carry out the responsibilities entrusted to the Agency by the Union legislation and to ensure access to the best possible scientific expertise in its scientific assessments, it is necessary that experts and other persons from outside the Agency (such as committee members and scientific experts) participate at meetings (including trainings and other events) held by the Agency or by third parties, upon request of the Agency, as Agency's delegates. These include meetings of the Agency's scientific committees, working parties and other bodies of the Agency (such as the Emergency Task Force and the Medicines Shortages Steering Group), meetings of the expert panels on medical devices and in vitro diagnostic medical devices and other meetings and trainings organised at the Agency's building in Amsterdam or in other locations.

Participation in those meetings may give rise to expenses for the delegates. Those expenses should be reimbursed by the Agency in accordance with these rules, which should be based on equivalent rules applicable to delegates and staff of the European Union.

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<sup>1</sup> Regulation (EC) No 726/2004 of the European Parliament and of the Council of 31 March 2004 laying down Union procedures for the authorisation and supervision of medicinal products for human use and establishing a European Medicines Agency. OJ L 136, 30.4.2004, p. 1–33.



HAS DECIDED AS FOLLOWS:

**Article 1**

This Decision lays down the rules for the reimbursement of expenses and other allowances, and the ceilings of those reimbursements, incurred in by delegates attending meetings upon request by the Agency, either in the premises of the Agency or in a different location.

**Article 2**

This Decision replaces and repeals all previous decisions of the Management Board relating to rules for reimbursement of expenses for delegates attending meetings.

This Decision will enter into force on 13 March 2026 and will be published on the Agency's website.

Amsterdam, 12 March 2026

*Signature on file*

Rui Santos Ivo  
Chair of the Management Board

## Article 1 - Introduction

These rules lay down the general provisions on financial contributions (travel, hotel and daily subsistence allowance) provided by the Agency for delegates. For the purposes of these rules, the following definitions apply:

- 'Delegates' are persons providing, upon request from the Agency, expertise in scientific and regulatory activities for which the Agency is responsible under EU legislation. This includes, but is not limited, to experts nominated by national competent authorities as well as experts nominated by the Agency through e.g., publication of calls for expression of interest, liaison with learned societies, collaborative work... all of whom are included in the public list of European experts who provide scientific expertise to EMA's activities. Additionally, delegates may also include guests invited to participate in events of the Agency.
- 'Place of origin' is the address registered in the Eudra Common Directory (ECD) or equivalent system. For delegates representing a national competent authority or another employer, the place of origin is the work address; for delegates not employed by a national competent authority or another employer, the place of origin is their home address.
- 'Place of the meeting' is either the premises of the Agency or another location as specified in the invitation to the meeting.

## Article 2 - Liability

The Agency shall not be liable for any material, non-material or physical damage suffered by invited delegate or those responsible for accompanying a disabled delegate in the course of their journey to or stay in the place where the meeting is held, unless such harm is directly attributable to the Agency.

In particular, invited delegates who use their own means of transport for travelling to such meetings shall be entirely liable for any accidents that they might be involved in.

## Article 3 - Travel

1. Travel is reimbursed to delegates whose place of origin is more than 80 km from the place of the meeting. Wherever possible, all delegates should book their travel through the Agency's travel agent from the place of origin to the country where the meeting will take place, by the most appropriate means of transport given the distance and the reasonable costs involved.

To support the EU Green Deal and the Communication to the Commission *Greening the Commission*<sup>2</sup>, delegates are encouraged to travel with consideration to the environment and select means of travel to minimise any negative impact as much as possible and feasible. Train travel is encouraged for journeys up to 550 km per segment, and also for longer distances where efficient alternatives exist (e.g., overnight or high-speed trains).

Means of transport are:

- **Train travel**, excluding local transport, will be reimbursed in first class or business class.

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<sup>2</sup> C(2022) 2230 final of 5.4.2022.

- **Standard economy class air** fare for flight sections under 5 hours. If standard economy class air fare is not available, air fare in the next available superior travel class (e.g. premium economy or business class) may be booked with justification from the travel agent or the airline.
  - **Premium economy or business class** is allowed for a journey involving a flight of 5 hours or more without stopovers.
  - The cost of travel by **private car** shall be reimbursed up to the rate of the same journey by rail. If the route is not served by a train, the cost of travel by private car shall be reimbursed at the rate of EUR 0.30 per km.
  - Taxi fares will be reimbursed only in exceptional circumstances, such as emergency meetings, unavailability of other means of public transport, or in duly justified cases authorised by the responsible Authorising Officer.
  - If the distance between the place of origin or the place of the meeting and the airport/train station is more than 30 km, **local transport** will be reimbursed:
    - by bus or train based on ticket price.
    - by private car at a rate of EUR 0.30 per km, inclusive of all costs. No additional costs will be taken into account.
    - by taxi only in exceptional circumstances, such as emergency meetings, unavailability of other means of public transport, or in duly justified cases authorised by the responsible Authorising Officer.
2. Travel not booked through the Agency's travel agent will only be reimbursed on an exceptional basis and if authorised by the responsible authorising officer in advance of the meeting.
- These expenses shall be reimbursed on presentation of supporting documents; i.e. tickets and invoices or, in the case of online bookings the electronic reservation. The documents supplied must show the destination, the class of travel used, the time of travel and the amount paid.
3. To enhance delegates' flexibility, should a meeting finishing time fluctuate by more than 4 hours, the Agency covers a new return ticket in the same category. If economy flight is not available, the Agency covers a new return flight ticket in a superior class.
4. If a delegate is denied boarding, their flight is delayed, cancelled or if they are placed in a lower class than the one which is mentioned on the ticket, the delegate has certain rights when departing from any airport in the EU with any airline, or arriving in the EU with an EU airline or an airline from Iceland, Norway, or Switzerland in accordance with Regulation (EC) No 261/2004.<sup>3</sup>
5. In case of flight or train journey cancelled by the operating company, the operating company has a duty to inform the travellers of their rights which may vary according to specific situations. Delegates must first contact the operating company and follow their instructions. Should the operating company provide no support to the delegate who approached it, only then, the delegate is requested to directly contact the EMA travel agent.
6. Upon request, the Meetings Support Service or the travel agency can provide guidance and support to all delegates involved in one of the above-mentioned situations.

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<sup>3</sup> Regulation (EC) No 261/2004 of the European Parliament and of the Council of 11 February 2004 establishing common rules on compensation and assistance to passengers in the event of denied boarding and of cancellation or long delay of flights, and repealing Regulation (EEC) No 295/91.

## **Article 4 - Daily allowance and hotel accommodation**

The daily allowance paid for each day of the meeting is a flat rate to cover all subsistence expenditure at the place where the meeting is held, including for example meals and local transport (bus, tram, metro, taxi, parking, motorway tolls, etc.), as well as travel and accident insurance.

The amount of the daily allowance is set out in Annex 1; should meals be provided by EMA or the meeting organiser, the daily allowance will be reduced accordingly.

Delegates who have to spend one or more nights at the place where the meeting is held because the times of meetings are incompatible with the times of flights or trains<sup>4</sup>, shall also be entitled to either book hotel accommodation through the Agency's travel agent in line with the ceilings set out in Annex 1 or to an accommodation allowance of EUR 100.00 per night. The number of nights may not exceed the number of meeting days + 1.

Hotel not booked through the Agency's travel agent will only be reimbursed on an exceptional basis up to the maximum amount provided in Annex 1 and if authorised by the responsible Authorising Officer in advance of the meeting. These expenses shall be reimbursed on presentation of supporting documents; i.e. detailed hotel invoices including information about provision of breakfasts and city taxes.

Hotel accommodation for delegates whose place of origin is between 30 and 80 km from the place of the meeting may be paid by the Agency for the night(s) between the two consecutive meeting days, provided that the travelling time is more than 30 minutes and that on the day for which accommodation is to be paid the meeting finishes after 19:30 hours.

In exceptional circumstances, such as the place of origin being in remote geographical destination from the airport/train station, the Agency may also pay for delegates' accommodation at the location other than the place of the meeting provided it is on delegate's route to/from the place of the meeting.

No daily allowance or hotel will be paid for attending public hearings.

## **Article 5 - Travel allowance (half or full daily allowance)**

Should the meeting schedule prevent the delegate from travelling to or from the place of the meeting on the actual day of the meeting, a travel allowance of 50% of the daily allowance shall be payable for the day before and/or after the meeting.

Should in the above-mentioned situation the duration of the delegate's travel from the place of origin to the place of the meeting, or vice versa exceeds a total of 5 hours, the travel allowance shall be extended to a full daily allowance.

## **Article 6 - Double daily subsistence allowance (DDSA)**

Members of scientific committees and Management Board of the Agency representing patients and healthcare professionals (HCPs) may be entitled to double the daily allowance (double daily subsistence allowance) referred under Article 4 of these rules. This includes committee members who participate in scientific committee meetings including strategic review and learning meetings (SRLM), provided that they are not acting as rapporteur of the Committee for Orphan Medicinal Products (COMP) or the Paediatric

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<sup>4</sup> As a general rule, delegates cannot be required:

- to leave the airport or train station of the place of origin before 08.00.
- to arrive at the place of origin or of the meeting after 23.00 (airport, station or other means of transport)

Committee (PDCO) for a procedure covered in the concerned committee meeting. It also covers participation of Management Board members in Management Board meetings.

To request this DDA, the patients and healthcare professionals must provide a completed DDA form annually declaring that they do not receive any other financial remuneration for their work at EMA. This needs to be attested by that organisation and authorised by the S-PH-SHE at EMA.

In case of independent experts not related to an association, a self-declaration will be requested.

Patients and healthcare professionals must notify EMA of any changes to the conditions declared in the form.

## **Article 7 - Sundry expenses**

The cost of visas and related costs are only reimbursed on presentation of supporting documents. The costs of obtaining a passport or other related expenses are not reimbursed.

Wherever possible registration fees for conferences organised by third parties shall be paid directly by EMA to the conference organiser.

Any additional expenditure not covered by Articles 2 - 6 above will have to be paid by the delegate or their organisation.

## **Article 8 – Mobility-impaired delegates**

Mobility-impaired delegates, requiring specific hotel and/or travel arrangements due to medical conditions, shall inform the Meetings Support Service in advance of the meeting and provide a declaration on honour. Additional expenses incurred because of the impairment, which are not covered by the daily subsistence allowances provided for in Article 4, shall be reimbursed on presentation of supporting documents to the responsible Authorising Officer. Should a mobility-impaired delegate require the assistance of a carer, the Agency covers the expenses for attending the meeting at the same level as for the delegate (except for the double daily subsistence allowance).

## **Article 9 - Cancellation policy**

If a delegate is unable to attend a meeting for any reason, the EMA Meetings Support Service and the Agency's travel agent should be informed at least 48 hours prior to the meeting. If notice is not given 48 hours in advance, EMA reserves the right to charge the delegate or their organisation for the travel and/or hotel accommodation costs incurred by EMA, including the service fees of the EMA travel agent. Once hotel or travel arrangements have been cancelled, EMA might not be able to reinstate or cover new hotel or travel arrangements.

## **Article 10 – Payments**

1. Payments will be processed for attended meetings, certified by either the signature list at the meeting or the reimbursement form signed by the delegate.
2. Delegates must provide the documents necessary for their reimbursement either at the meeting or by e-mail dated no later than 30 calendar days after the final day of the meeting. Failure to comply with these points might absolve EMA from any obligation to reimburse travel and/or accommodation expenses or pay any allowances.

3. The Agency shall reimburse the delegates' expenses to their bank account as specified in the Financial Identification Form within the period laid down in the rules implementing the Financial Regulation. Only if so instructed by a national competent authority for legal or fiscal reasons, the reimbursement for all delegates associated with this authority will be made to the bank account of the authority as specified in the Financial Identification Form.
4. Reimbursements shall be made in Euros, where appropriate at the rate of exchange applying in the month of the reimbursement. All reimbursements for EU delegates shall be made only to one bank account located in the EU/EEA. Non-EU experts can have their reimbursement transferred to a bank account in their place of origin.
5. Unless the delegate can provide a proper justification that is accepted by reasoned decision by the responsible Authorising Officer, failure to comply with paragraph 2 shall absolve the Agency from any obligation to reimburse travel and/or accommodation expenses or pay any allowances.

## Annex 1: Allowances for attending meetings organised by the European Medicines Agency<sup>5</sup>

Destinations	Daily allowance (incl. breakfast)	Maximum hotel rate (excl. breakfast)*	Reduction for meals provided		Hotel ceilings (incl. breakfast)	DSA (excl. breakfast)
			Main meal	Breakfast		
Austria	€ 131.00	€ 158.00	€ 32.75	€ 19.65	€ 177.65	€ 111.35
Belgium	€ 132.00	€ 171.00	€ 33.00	€ 19.80	€ 190.80	€ 112.20
Bulgaria	€ 78.00	€ 121.00	€ 19.50	€ 11.70	€ 132.70	€ 66.30
Croatia	€ 99.00	€ 132.00	€ 24.75	€ 14.85	€ 146.85	€ 84.15
Cyprus	€ 103.00	€ 145.00	€ 25.75	€ 15.45	€ 160.45	€ 87.55
Czech Rep.	€ 98.00	€ 149.00	€ 24.50	€ 14.70	€ 163.70	€ 83.30
Denmark	€ 172.00	€ 208.00	€ 43.00	€ 25.80	€ 233.80	€ 146.20
Estonia	€ 125.00	€ 118.00	€ 31.25	€ 18.75	€ 136.75	€ 106.25
France	€ 127.00	€ 212.00	€ 31.75	€ 19.05	€ 231.05	€ 107.95
Finland	€ 155.00	€ 170.00	€ 38.75	€ 23.25	€ 193.25	€ 131.75
Germany	€ 123.00	€ 154.00	€ 30.75	€ 18.45	€ 172.45	€ 104.55
Greece	€ 108.00	€ 134.00	€ 27.00	€ 16.20	€ 150.20	€ 91.80
Hungary	€ 93.00	€ 135.00	€ 23.25	€ 13.95	€ 148.95	€ 79.05
Ireland	€ 144.00	€ 191.00	€ 36.00	€ 21.60	€ 212.60	€ 122.40
Italy	€ 116.00	€ 178.00	€ 29.00	€ 17.40	€ 195.40	€ 98.60
Latvia	€ 110.00	€ 128.00	€ 27.50	€ 16.50	€ 144.50	€ 93.50
Lithuania	€ 103.00	€ 114.00	€ 25.75	€ 15.45	€ 129.45	€ 87.55
Luxemburg	€ 142.00	€ 178.00	€ 35.50	€ 21.30	€ 199.30	€ 120.70
Malta	€ 109.00	€ 166.00	€ 27.25	€ 16.35	€ 182.35	€ 92.65
The Netherlands	€ 137.00	€ 190.00	€ 34.25	€ 20.55	€ 210.55	€ 116.45
The Netherlands – AMS**	€ 137.00	€ 240.00	€ 34.25	€ 20.55	€ 260.55	€ 116.45
Poland	€ 95.00	€ 126.00	€ 23.75	€ 14.25	€ 140.25	€ 80.75
Portugal	€ 95.00	€ 121.00	€ 23.75	€ 14.25	€ 135.25	€ 80.75
Romania	€ 88.00	€ 109.00	€ 22.00	€ 13.20	€ 122.20	€ 74.80
Slovak Republic	€ 104.00	€ 120.00	€ 26.00	€ 15.60	€ 135.60	€ 88.40
Slovenia	€ 108.00	€ 140.00	€ 27.00	€ 16.20	€ 156.20	€ 91.80
Spain	€ 101.00	€ 154.00	€ 25.25	€ 15.15	€ 169.15	€ 85.85
Sweden	€ 135.00	€ 198.00	€ 33.75	€ 20.25	€ 218.25	€ 114.75
Albania	€ 50.00	€ 160.00	€ 12.50	€ 7.50	€ 167.50	€ 42.50
Bosnia and Herzegovina	€ 65.00	€ 135.00	€ 16.25	€ 9.75	€ 144.75	€ 55.25
Iceland	€ 85.00	€ 160.00	€ 21.25	€ 12.75	€ 172.75	€ 72.25
Liechtenstein	€ 80.00	€ 95.00	€ 20.00	€ 12.00	€ 107.00	€ 68.00
Republic of Macedonia	€ 50.00	€ 160.00	€ 12.50	€ 7.50	€ 167.50	€ 42.50
Moldova	€ 80.00	€ 170.00	€ 20.00	€ 12.00	€ 182.00	€ 68.00
Montenegro	€ 80.00	€ 140.00	€ 20.00	€ 12.00	€ 152.00	€ 68.00
Norway	€ 80.00	€ 140.00	€ 20.00	€ 12.00	€ 152.00	€ 68.00
Russian Federation	€ 90.00	€ 275.00	€ 22.50	€ 13.50	€ 288.50	€ 76.50
Serbia	€ 80.00	€ 140.00	€ 20.00	€ 12.00	€ 152.00	€ 68.00
Switzerland	€ 80.00	€ 140.00	€ 20.00	€ 12.00	€ 152.00	€ 68.00
Turkey	€ 55.00	€ 165.00	€ 13.75	€ 8.25	€ 173.25	€ 46.75
UK	€ 152.00	€ 226.00	€ 38.00	€ 22.80	€ 248.80	€ 129.20
Australia	€ 75.00	€ 135.00	€ 18.75	€ 11.25	€ 146.25	€ 63.75
Brazil	€ 65.00	€ 180.00	€ 16.25	€ 9.75	€ 189.75	€ 55.25
Canada	€ 65.00	€ 165.00	€ 16.25	€ 9.75	€ 174.75	€ 55.25
China	€ 55.00	€ 155.00	€ 13.75	€ 8.25	€ 163.25	€ 46.75
Japan	€ 130.00	€ 275.00	€ 32.50	€ 19.50	€ 294.50	€ 110.50
USA (New York)	€ 100.00	€ 275.00	€ 25.00	€ 15.00	€ 290.00	€ 85.00
USA (Other)	€ 80.00	€ 200.00	€ 20.00	€ 12.00	€ 212.00	€ 68.00

\* excluding VAT if booked with the EMA travel agent

\*\*Subject to revision related to inflation rate in the Netherlands as approved by the MB of 16 March 2023.

<sup>5</sup> Subject to revision by analogy to Article 13(3) to the Annex VII of the Staff Regulations of Officials (Regulation No 31 (EEC) 11(EAEC)).