



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

21 March 2019
EMA/MB/279597/2018, rev.1

Rules for reimbursement of expenses for delegates attending meetings

With effect from 30 March 2019

THE MANAGEMENT BOARD

HAVING REGARD to Council Regulation (EC) No 726/2004 of the European Parliament and of the Council laying down Community procedures for the authorisation and supervision of medicinal products for human and veterinary use and establishing a European Medicines Agency,

HAVING REGARD to EC meeting reimbursement rules adopted by the Commission on 5 December 2007 Doc. C (2007) 5858.

HAVING REGARD to the 'Guide to missions for officials and other servants at the European Medicines Agency' as adopted by the Agency's Management Board Decision of 11 June 2009,

HAVING REGARD to the legal basis for public hearings in the defined procedures in Article 107j of Directive 2001/83/EC.

WHEREAS in accordance with Article 64(2) (b) of Regulation (EC) No 726/2004 the Executive Director as legal representative of the Agency shall be responsible for managing all the Agency resources necessary for conducting the activities of the committees referred to in Article 56(1), including making available appropriate scientific and technical support to those committees, and for making available appropriate technical support to the coordination group,

WHEREAS the delegates reimbursement rules shall be based on equivalent rules applicable to delegates and staff of the European Union,

HAS DECIDED AS FOLLOWS:

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An agency of the European Union



Article 1

Delegates attending meetings at the European Medicines Agency or in another location shall be reimbursed in accordance with these rules.

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. It shall enter into force on 30 March 2019 and shall be published on the Agency's website.

Amsterdam, 21 March 2019

[Signature on file]

Christa Wirthumer-Hoche
Chair of the EMA Management Board

Article 1 - Introduction

This document defines the general provisions on financial contributions (travel, hotel and subsistence expenses) for external persons, taking account of the following parameters:

- 'Delegates' are persons providing expertise at meetings of the European Medicines Agency (hereafter 'EMA').
- The 'place of origin' is defined by the address registered in the Eudra Common Directory (ECD) or equivalent system. For delegates representing a national competent authority or their employer, that place is usually the work address; for delegates that are not employed, that place is usually their home address.
- The 'place of the meeting' is either the premises of EMA or the location as specified in the invitation to the meeting.

Article 2 - Liability

The European Medicines 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 European Medicines 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 cause.

Article 3 - Travel

1. Travel is reimbursed to delegates whose place of origin is more than 80 km from the place of the meeting. All delegates should book their travel through the Agency's travel agent/Meetings Support Service from the place of origin (work or home address) to the place of the meeting, by the most appropriate means of transport given the distance involved.

Means of transport are:

- **Train travel**, excluding local transport, will be reimbursed in first class. Eurostar journeys will be reimbursed in standard premier (non-flexible) class only;
- **Standard economy class air** fare for flight sections under 4 hours;
- **Business class air fares** is allowed for a journey involving a flight of 4 hours or more without stopovers or when economy class is not available and with justification from the travel agent or the airline;
- The cost of travel by **private car** shall be reimbursed at the same rate as a rail ticket. 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 Head of Meetings Support.

2. 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 €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 Head of Meetings Support.
3. 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. These expenses shall be reimbursed on presentation of original supporting documents; i.e. tickets and invoices or, in the case of online bookings, the printout of the electronic reservation. The documents supplied must show the class of travel used, the time of travel and the amount paid.
4. To enhance delegates' flexibility, should a meeting finishing time fluctuate by more than 4 hours, EMA covers a new return ticket in the same category, or superior class, if economy is not available.
5. If a delegate is denied boarding, his/her flight is delayed, cancelled or if he/she is 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) 261/2004

In all these situations the airline has a duty to inform the travellers of their rights which may vary according to specific situations. Upon request, the Meetings Support Service can provide guidance and support to all delegates involved in one of the above-mentioned situations.

Article 4 - Daily allowance and hotel accommodation

The daily allowance paid for each day of the meeting is a flat rate to cover all 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 trains¹, shall also be entitled to either book hotel accommodation through the Agency's travel agent/Meetings Support Service 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 accommodation for delegates whose place of origin is less than 80 km from the place of the meeting may be reimbursed upon prior agreement by the Head of Meetings Support if the meeting finishes later than 19:30 and travelling time is more than one hour.

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

¹ 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)

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 the delegate's travel (from the place of origin to the place of the meeting, or vice versa) require flights or flight sections including connecting time which exceed a total of 4 hours, the travel allowance shall be extended to a full daily allowance. Combination of flight sections will only be eligible if they represent the only available option.

Article 6 - Double daily allowance (DDSA)

In specific cases (e.g. patients' representatives) the double of the daily allowance referred to under Article 4 of these rules may be granted. This does not apply if the purpose of the meeting is training.

To request this DDSA, the delegate must provide a completed form declaring that he/she works on a voluntary basis for the organisation he/she represents and does not receive any other financial income for his/her work at EMA. This needs to be attested by that organisation and authorised by EMA. In case of independent experts not related to an association, a self-declaration will be requested.

The delegate has to notify EMA of any changes to the conditions declared in the form.

Article 5 - 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.

Registration fees for conferences 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 6 – Mobility-impaired delegates

Where, taking into account any expenses incurred by mobility-impaired delegates as a result of their disability or any person accompanying them, the allowances provided for in Article 4 appear to be clearly inadequate, the expenses shall be reimbursed at the request of the responsible authorising officer on presentation of supporting documents. Should a mobility-impaired delegate require the assistance of a carer, the carer will be covered (at the exception of the double DSA) by the Agency at the same level of the delegate.

Article 7 - Cancellation policy

If a delegate is unable to attend a meeting for any reason, the EMA Meetings Support Service should be informed at least 48 hours prior to the meeting. If notice is not given 48 hours in advance, the EMA may charge the delegate or his/her organisation for cancellation fees. Once hotel or travel arrangements have been cancelled, EMA might not be able to reinstate or cover new hotel or travel arrangements.

Article 8 – Payments

1. Payments will be processed on the basis of the request for reimbursement, duly completed and signed by delegate. The delegate's presence will be certified by EMA.
2. Delegates must provide at the time of the meeting the documents necessary for their reimbursement, as required by the financial rules applicable in the European Medicines Agency, 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 expenses or pay any allowances.
3. The European Medicines Agency shall reimburse the delegates' expenses to his/her 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 shall be made only to one bank account located in the EU/EEA.
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 European Medicines Agency from any obligation to reimburse travel expenses or pay any allowances.

Annex 1: Allowances for attending meetings organised by the European Medicines Agency²

Destinations	Daily allowance (incl. breakfast)	Maximum hotel price (excl. breakfast)*	Reduction for meals provided	
			Main meal	Breakfast
Austria	€ 102.00	€ 132.00	€ 25.50	€ 15.30
Belgium	€ 102.00	€ 148.00	€ 25.50	€ 15.30
Bulgaria	€ 57.00	€ 135.00	€ 14.25	€ 8.55
Croatia	€ 75.00	€ 110.00	€ 18.75	€ 11.25
Cyprus	€ 88.00	€ 140.00	€ 22.00	€ 13.20
Czech Rep.	€ 70.00	€ 124.00	€ 17.50	€ 10.50
Denmark	€ 124.00	€ 173.00	€ 31.00	€ 18.60
Estonia	€ 80.00	€ 105.00	€ 20.00	€ 12.00
France	€ 102.00	€ 180.00	€ 25.50	€ 15.30
Finland	€ 113.00	€ 142.00	€ 28.25	€ 16.95
Germany	€ 97.00	€ 128.00	€ 24.25	€ 14.55
Greece	€ 82.00	€ 112.00	€ 20.50	€ 12.30
Hungary	€ 64.00	€ 120.00	€ 16.00	€ 9.60
Ireland	€ 108.00	€ 159.00	€ 27.00	€ 16.20
Italy	€ 98.00	€ 148.00	€ 24.50	€ 14.70
Latvia	€ 73.00	€ 116.00	€ 18.25	€ 10.95
Lithuania	€ 69.00	€ 117.00	€ 17.25	€ 10.35
Luxemburg	€ 98.00	€ 148.00	€ 24.50	€ 14.70
Malta	€ 88.00	€ 138.00	€ 22.00	€ 13.20
The Netherlands	€ 103.00	€ 166.00	€ 25.75	€ 15.45
Poland	€ 67.00	€ 116.00	€ 16.75	€ 10.05
Portugal	€ 83.00	€ 101.00	€ 20.75	€ 12.45
Romania	€ 62.00	€ 136.00	€ 15.50	€ 9.30
Slovak Republic	€ 74.00	€ 100.00	€ 18.50	€ 11.10
Slovenia	€ 84.00	€ 117.00	€ 21.00	€ 12.60
Spain	€ 88.00	€ 128.00	€ 22.00	€ 13.20
Sweden	€ 117.00	€ 187.00	€ 29.25	€ 17.55
Albania	€ 50.00	€ 160.00	€ 12.50	€ 7.50
Bosnia and Herzegovina	€ 65.00	€ 135.00	€ 16.25	€ 9.75
Iceland	€ 85.00	€ 160.00	€ 21.25	€ 12.75
Liechtenstein	€ 80.00	€ 95.00	€ 20.00	€ 12.00
Republic of Macedonia	€ 50.00	€ 160.00	€ 12.50	€ 7.50
Moldova	€ 80.00	€ 170.00	€ 20.00	€ 12.00
Montenegro	€ 80.00	€ 140.00	€ 20.00	€ 12.00
Norway	€ 80.00	€ 140.00	€ 20.00	€ 12.00
Russian Federation	€ 90.00	€ 275.00	€ 22.50	€ 13.50
Serbia	€ 80.00	€ 140.00	€ 20.00	€ 12.00
Switzerland	€ 80.00	€ 140.00	€ 20.00	€ 12.00
Turkey	€ 55.00	€ 165.00	€ 13.75	€ 8.25
UK	€ 125.00	€ 209.00	€ 31.25	€ 18.75
Australia	€ 75.00	€ 135.00	€ 18.75	€ 11.25
Brazil	€ 65.00	€ 180.00	€ 16.25	€ 9.75
Canada	€ 65.00	€ 165.00	€ 16.25	€ 9.75
China	€ 55.00	€ 155.00	€ 13.75	€ 8.25
Japan	€ 130.00	€ 275.00	€ 32.50	€ 19.50
Mexico	€ 70.00	€ 185.00	€ 17.50	€ 10.50
New Zealand	€ 60.00	€ 125.00	€ 15.00	€ 9.00
South Africa	€ 50.00	€ 145.00	€ 12.50	€ 7.50
USA (New York)	€ 100.00	€ 275.00	€ 25.00	€ 15.00
USA (Other)	€ 80.00	€ 200.00	€ 20.00	€ 12.00

* excluding VAT if booked with the EMA travel agent

² Subject to revision by analogy to Article 13(3) of the Staff Regulations of Officials (Regulation No 31 (EEC) 11(EAEC)).