



RULES APPLICABLE FOR AQUACULTURE ADVISORY COUNCIL MEETINGS REGARDING THE REIMBURSEMENT OF TRAVEL EXPENSES AND SUBSISTENCE OF THE MEMBERS OF THE EXECUTIVE COMMITTEE, OF THE GENERAL ASSEMBLY AND OF THE WORKING GROUPS

- **Who is entitled to a reimbursement of the travel expenses?**

- AAC Members having paid their annual contribution to the AAC Secretariat and who have participated to a Working Group meeting, an Executive Committee meeting or the General Assembly meeting
- Anyone from outside the European Commission who is invited by the AAC Secretariat

The request for reimbursement must be sent to the Secretariat **with the scan** of the supporting documents **one month after the date of the meeting at the latest**. The originals of these documents must also be sent by post to the Secretariat. Beyond this deadline, the AAC Secretariat is absolved from any obligation to reimburse travel expenses or pay any allowances.

NOTE: Only one person by organization will be reimbursed per meeting.

- **Travel expenses:**

All experts shall be entitled to the reimbursement of their travel expenses from their place of residence to the place of the meeting. This travel must be organized on the basis of **the most appropriate means of transport and trying to benefit from the most economical travel rates**.

As a general rule only economy fare airplane tickets, train tickets, bus tickets, boat tickets, parking toll, motorway toll and car mileage (0.22€ / km) will be reimbursed, with a maximum of 350 EUR.

If travel expenses are higher than 350 EUR but inbound and outbound tickets are same-day ones the reimbursement ceiling for travel expenses will be raised to 450 EUR. In this case, no accommodation allowance may be allocated.

Taxi fares will not be reimbursed.

Travel expenses shall be reimbursed on presentation of **original supporting documents** (by scan and by post):

- Tickets and invoices
- In the case of online bookings, the printout of the electronic reservation

These documents shall indicate **the class of travel, the time of travel and the amount paid**.

- **Daily allowance:**

A daily subsistence allowance of 92 € will be allocated for each day of meeting. This amount covers all meals and local transport (bus, tram, metro, taxi, parking, motorway tolls, etc.).

In case the AAC has arranged lunch on the meeting day, the per diem will be reduced by 30% (EC rule).

- **Accommodation allowance:**

An accommodation allowance of 100 € will be allocated for each day of meeting to the participants at the place where the meeting is held.

YOU ARE ENCOURAGED TO BRING TO THE MEETING YOUR TRAVEL TICKETS AS WELL AS THE FORM THAT SHOULD BE COMPLETED WITH YOUR PERSONAL DETAILS.



The maximum number of nights may not exceed the number of meeting days +1.

If the distance between the meeting location and the participant address is less than or equal to 100 km, accommodation allowances will not be allocated.

Accommodation expenses shall be reimbursed upon presentation of an invoice. In the case of online bookings, a printout of the reservation is not a sufficient justification.

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