



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 physically to a Working Group meeting, a Focus 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**. In general, for journeys of less than 400 km (one way, according to official distance by rail) this shall be first-class rail travel, and for distances of more than 400 km economy class air travel.

As a general rule, only economy fare airplane tickets, train tickets, bus tickets, boat tickets, car mileage (0.22€ / km), and first class fare for trains, will be reimbursed, with a maximum of 500 EUR.

If travel expenses are higher than 500 EUR but inbound and outbound tickets are same-day ones the reimbursement ceiling for travel expenses will be raised to 650 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 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.

If the place of departure cited in the invitation is 100 km or less from the place where the meeting is held, the daily allowance shall be reduced by 50% (EC rule).

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



- **Accommodation allowance:**

An accommodation allowance will be allocated for each day of meeting to the participants at the place where the meeting is held. The amount will be determined following the European Commission's daily accommodation table (chapter 5.5 Amounts for accommodation and subsistence costs - page 13 and 14¹).

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.

¹ https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/unit-cost-decision-travel_en.pdf

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