The Congress
Le Congrès

CONGRESS OF LOCAL AND REGIONAL AUTHORITIES

COUNCIL OF EUROPE
CONSEIL DE L'EUROPE

1949.2019

INFORMATION NOTE – 36th SESSION
REIMBURSEMENT OF TRAVEL AND SUBSISTENCE EXPENSES FOR MEMBERS AND EXPERTS PREPAID TICKET REQUESTS

11/01/2019

The Council of Europe will pay the travel and subsistence expenses of Congress representatives participating in the session, in accordance with the terms specified in this Information Note and in accordance with the Financial Regulations. Subsistence expenses are covered by a daily allowance of €175 (2019 rates) (50% for hotel accommodation with breakfast included; 30% for 2 meals and 20% for miscellaneous expenses).

Only Congress representatives may receive the reimbursement of travel expenses and a daily allowance. Congress substitutes will not have their travel expenses and daily allowance reimbursed except when they replace a representative for the duration of the session. However, Congress substitutes may receive a daily allowance if they partially replace a representative, without the reimbursement of travel expenses. The trip must be organised by the most economical route, using economy-class tickets.



COMPOSITION OF THE REIMBURSEMENT FILE

The complete financial claim file comprises the individual reimbursement claim form in the member's name and those receipts and proof of payment required by the Financial Regulations of the Congress.



Individual reimbursement claim form: the form is sent by email to each participant.

Receipts and proof of payment: receipts and proof of payment refers to: a copy of the transport ticket and the document certifying the amount paid (eg original invoice, payment or credit card statement). Where applicable, visa fees must be supported by the original receipt and a copy of the visa in the passport.

The original documents must be submitted to the temporary Finance Office (1040 Office - 1st floor) on the first day of attendance at the session. Each member must indicate on each of these receipts the number of their individual claim form (this includes the letters OM (which stands for mission order in French), the year and a number (ie OM19_0000 – found at the top of the claim form).

Travelling by car: if using a personal vehicle, members' travel expenses will be refunded (Article 6 of the Financial Regulations attached) on the basis of a mileage allowance of €0.25 per kilometre (2019). It should be noted that the use of an official car cannot be reimbursed. However, upon written request, the Authority which provides the official car may receive the corresponding mileage allowance. In all cases, the Congress member should declare the times and dates of their outward and return journeys (between their home and Strasbourg) in the text of their email reply.

Personal convenience: days spent in Strasbourg or elsewhere for personal reasons before or after the dates of the session cannot be reimbursed.

Transmission of the financial claim file: the complete claim file must be sent to the email address: **finances.congress@coe.int**. Additional receipts for costs incurred during the trip, which thus could not be sent electronically, should be submitted to the temporary Finance Office on the first day of attendance
at the session.

Any claim file which could not be completed before the end of the session should be sent to the Congress secretariat no later than two weeks after the end of the session. Applications submitted after this deadline will not be able to be treated as a priority. Two months after the end of the session, the absence of a complete claim form transmitted to the Congress Secretariat will be considered as a waiver of reimbursement of costs incurred by the participation of the member in the session and the reimbursement file will be closed.

PREPAID TICKETS



The Council of Europe can provide prepaid tickets.

A prepaid ticket should be requested by **1 March 2019 at the latest** by completing the form on the Who's Who web page (**www.congressdatabase.coe.int**). The Secretariat of the Congress will suggest the most economical itinerary in accordance with the financial rules of the Organisation.

The member concerned must agree to the proposed itinerary before the strict deadline given by the Secretariat.

If 3 itinerary proposals are rejected or no response is received, the member concerned must make their own reservation. In the event of the member's own preferred itinerary exceeding more than 20% of the cost of the itinerary first suggested, the reimbursement of travel expenses will be limited to the initial cost of the travel proposal.

METHODS OF REIMBURSEMENT

In the Council of Europe, reimbursement of travel and accommodation costs for members of Congress is made by bank transfer.

Members can however request payment by cheque on the condition that the complete reimbursement dossier be sent by email to **finances.congress@coe.int** no later than **1 March 2019**. The cheques will be given to participants at the end of the Session.

Members who want an advance on their accommodation costs must make their request in the text of their email reply and go to the Finance office Bureau (1040) before midday on the first day of participation. Advances are only paid by cheque and are calculated on the basis of 50% of the daily indemnity. The advance only relates to session days actually attended and does not take into account travel delays.

1089th meeting – 30 June 2010[1]

Revised rules concerning the reimbursement of travel and subsistence expenses to members of the Congress of Local and Regional Authorities of the Council of Europe travelling at the charge of Council of Europe budgets

I. GENERAL PROVISIONS

Article 1

Members of the Congress (hereinafter referred to as the "members") travelling on Council of Europe business and at the Council's expense shall arrange their journeys in the most economical manner. Travelling expenses shall be reimbursed and daily subsistence allowances paid in accordance with the present rules.

II. MEANS OF TRANSPORT AND TRAVELLING EXPENSES

Article 2

1. Members shall be entitled, as provided for below, to reimbursement of travel expenses incurred in travelling between the address specified in the notice of the meeting (hereinafter referred to as the "place of departure"), and the place of the meeting.

2. If, for personal or professional reasons, members travel to the meeting from a place other than their place of departure or return to such a place after the meeting, the refund shall be restricted to the amount of expenses they would have incurred in travelling to or from their place of departure. In exceptional and duly justified circumstances, with the prior approval of the Secretary General, members may request reimbursement based on the actual itinerary.

3. Travelling expenses shall be refunded to only one member per meeting. If one member is replaced by another in the course of the meeting, the latter shall not be entitled to travel expenses.

Article 3

All claims for reimbursement of travel expenses for all means of transport must be accompanied by a copy of the relevant ticket and evidence of the expenditure actually incurred (for example, an original invoice or certified copy, credit card slip or statement). In no case shall the amount reimbursed exceed the actual expenditure incurred.

Article 4

1. Rail travel

The reimbursement of the first class rail fare is authorised. Where the duration of the journey is longer than 6 hours between 10 p.m. and 7 a.m., the cost of a sleeper may be reimbursed.

2. Air travel

Reimbursement shall be based on the economy class fare. However, reimbursement may be based on the business class fare in the following circumstances:

- for single flights lasting more than 7 hours;
- for more than 15 hours travelling time (more than one flight plus stopovers);
- for health reasons attested by a medical certificate, which must be submitted with the claim form.

The flight itinerary must be presented to justify the duration of flying time or total travelling time, as appropriate.

Excess baggage charges are not refundable unless justified on grounds of official requirements.

3. Sea travel

The reimbursement of travel by sea shall not exceed the amount of the air fare as defined in paragraph 2 above. When members travel by car, the cost of transporting the car by sea shall not be reimbursed (see Article 6, paragraph 1).

Article 5

1. Transit fares in connection with changing from one means of transport to another and fares paid for travel between the place of departure and/ or the place of the meeting and railway station or airport are provided for within the daily allowances paid for attendance at meetings and shall not therefore be directly reimbursed. However, when such fares exceed 20% of the daily allowances paid, the difference may be reimbursed, subject to the prior approval of the Secretary General and on presentation of evidence of the expenditure actually incurred.

2. Local travel costs incurred during meeting days are provided within the daily allowances paid for attendance at meetings and shall not therefore be directly reimbursed.

Article 6

1. Members travelling by means other than public transport a distance exceeding 30 kilometres per journey (one-way) shall be refunded a lump sum based on a kilometric allowance determined annually by the Committee of Ministers. Distances over 1600 kilometres for the return journey shall be refunded on the basis of the economy class air fare from the nearest airports, unless there is prior approval from the Secretary General authorising reimbursement based on the kilometric allowance. Journeys of less than 30 kilometres (one-way) are not reimbursed.

2. The journey time used as the basis for the calculation of daily allowances shall be the result of the number of kilometres divided by 90 and shall not exceed 24 hours.

3. Related costs, such as toll and parking fees, may only be reimbursed with the prior approval of the Secretary General and only where there is no other possible alternative. Such claims shall be accompanied by evidence of the expenditure actually incurred.

4. If two or more members entitled to claim expenses use the same car, a refund shall be made only to the person in charge of the vehicle, with an increase of 10% for each passenger.

5. Members travelling by car do so at their own risk. The Council of Europe disclaims all liability in respect of any accident that may occur during the journey.

III. DAILY ALLOWANCES

Article 7

1. During the meeting, members shall be entitled to receive an allowance at a daily rate determined annually by the Committee of Ministers (the rate in force as from 1 January 2010 is €175 and €269 when representing the Organisation outside of Strasbourg).

2. This allowance shall be deemed to cover all expenditure incurred by members in attending meetings, except for the travel expenses provided for above. However, where in exceptional and duly justified circumstances, and with the prior approval of the Secretary General, total accommodation costs (room, breakfast and related taxes) amount to more than 60% of the total daily allowances payable in respect of the meeting, members may submit a claim for a supplementary payment. Any such claim must be supported by original vouchers attesting the actual expenditure incurred for accommodation.

Article 8

1. The duration of the period conferring entitlement to the allowance shall be determined as follows:

i. Members shall be entitled to the daily allowance for each 24-hour period covered by the duration of the journey to and from the meeting. The duration taken into account for the entitlement to daily allowances shall not exceed the shortest necessary for attendance at the meeting in accordance with the means of transport taken as the basis for the refund of travel expenses, as determined by the rules above.

ii. The daily allowance shall not be payable for any period of less than 4 hours.

iii. Where the duration of the journey is equal to or more than 4 hours but less than 8 hours and no hotel accommodation is involved, members shall be paid a quarter of the daily allowance. The same shall apply to any period equal to or more than 4 hours but less than 8 hours, in excess of 24 hours or any multiple of 24 hours.

iv. Where the duration of the journey is equal to or more than 8 hours but less than 24 hours and no hotel accommodation is involved, members shall be paid half the daily allowance. The same shall apply to any period equal to or more than 8 hours but less than 24 hours, in excess of 24 hours or any multiple of 24 hours.

v. Where the duration of the journey is equal to or more than 4 hours but less than 24 hours and hotel accommodation is involved, members shall be paid the full amount of the daily allowance. The same shall apply to any period equal to or more than 4 hours and less than 24 hours, in excess of 24 hours or any multiple of 24 hours.

2. In the case of air, rail and sea travel, the duration of the journey shall be increased, for the purpose of calculating the subsistence allowance, by a fixed period of 2 hours.

3. Members shall declare any meals or overnight accommodation provided to them free of charge. Where overnight accommodation or meals of members are provided free of charge the daily allowance shall be reduced, unless the Secretary General decides otherwise, by the following amounts:

		Representing the Organisation outside Strasbourg
- Overnight accommodation (50% of the daily allowance)	€87.50[1] per night	€134.50[1] per night
- Main meal (lunch or dinner) (15% of the daily allowance)	€26.25[1] per meal	€40.35[1] per meal

IV. OTHER EXPENSES

Article 9

1. Other expenses incurred by members in connection with their attendance at the meeting, such as visa fees and vaccination costs, which are strictly unavoidable, shall be reimbursed. Such claims shall be accompanied by evidence of the expenditure actually incurred.

2. Expenses related to insurance, representation, communication by telephone or fax, the use of the Internet and the rental of meeting rooms are not reimbursed.

V. SICKNESS AND ACCIDENT

Article 10

When travelling on behalf of the Council of Europe, members are covered in respect of risks specifically related to such travel by insurance taken out by the Organisation on their behalf. They are nevertheless obliged in the first instance to exhaust all possibilities of payment of benefits due to them under the scheme to which they are affiliated in their own country in respect of illness and accident occurring during the journey and/or the meeting.

VI. REIMBURSEMENT

Article 11

The expenses referred to above shall be refunded upon submission of a claim certified true and correct by the member, to which all vouchers required by the rules must be appended.

[1] Rate in force at 1 January 2019