

ETUI Communication on the application of the new EU financial rules on travels

Introduction:

We would like to inform you of a significant change in our reimbursement policy regarding accommodation, meals, and travel expenses for participants in our events. The European Commission requires the European Trade Union Institute (ETUI) to apply a flat rate allowance system for these expenses in line with its Decision¹ of 2021. We believe it is crucial to keep our valued members informed about these new rules to ensure a smooth and transparent process for all participants of our events. Kindly be aware however, that the ETUI was required to implement these rules retroactively, starting from the beginning of our Work Programme on April 1, 2023.

Travel:

Travel cost reimbursement is another area where significant changes have been implemented to comply with new financial rules for grant applications. Instead of reimbursing travel expenses based on actual costs, ETUI will now use unit costs based on the distance travelled.

We kindly request your understanding and support in covering the difference for travel costs for your participants with financial means of your organisation. Your solidarity will ensure that all members can participate in our events without undue financial strain.

(!) Please be aware that expenses such as parking fees, telephone charges, minibar expenses, extra nights, additional lunches and dinners, supplement for double rooms, supplements for half/full board, luggage costs, fees for choice of seating on planes, and travel insurance are not covered by ETUI.

Moreover, please be aware that local transportation costs to/from the airport, local transport during the event, and travel from home to the airport and back will no longer be reimbursed separately. These costs are now considered part of the unit costs for travel.

Methods to **calculate** the amount reimbursed are explained below.

For return travels between 50 and 400 KM: land travel will be required.

Please refer to the tables below to know the lump sum you will be entitled to (intra or international):

🚩 **TABLE 1 : For Intra-member state (within a country):**

| Country | Amount in EUR Per Return Trip | Country | Amount in EUR Per Return Trip | Country | Amount in EUR Per Return Trip |
|---------|-------------------------------|---------|-------------------------------|---------|-------------------------------|
| AT | 60 | ES | 52 | LV | 16 |
| BE | 46 | FI | 36 | NL | 49 |
| BG | 12 | FR | 64 | PL | 20 |
| CZ | 20 | HR | 36 | PT | 40 |
| DE | 64 | HU | 28 | RO | 16 |
| DK | 76 | IE | 36 | SE | 56 |
| EE | 16 | IT | 52 | SI | 27 |
| EL | 36 | LT | 20 | SK | 20 |

¹ DECISION OF THE COMMISSION dated 12 January 2021 authorising the application of standardised rates for travel, accommodation and meal costs for an action or work program under the multi-annual financial framework 2021-2027 - C (2021) 35 adopted

TABLE 2 : For Inter-member states (between two countries)

| MS | AT | BE | BG | CZ | DE | DK | EE | EL | ES | FI | FR | HR | HU | IE | IT | LT | LU | LV | NL | PL | PT | RO | SE | SI | SK |
|----|----|----|----|----|----|------|----|----|----|------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| AT | | | | 58 | 65 | | | | | | 64 | 58 | 58 | | 58 | | | | | 58 | | 58 | | 58 | 58 |
| BE | | | | | 82 | | | | | | 82 | | | | | | 50 | | 82 | | | | | | |
| BG | | | | | | | | 37 | | | | 36 | 26 | | | | | | | | | 17 | | | |
| CZ | 58 | | | | 65 | | | | | | 64 | 36 | 26 | | | | | | | 20 | | 19 | | 37 | 21 |
| DE | 65 | 82 | | 65 | | 76 | | | | | 82 | 65 | | | 65 | | 82 | | 65 | 65 | | | | 65 | |
| DK | | | | | 76 | | | | | | | | | | | | | 76 | | | | | 76 | | |
| EE | | | | | | | | | | | | | | | | 22 | | 22 | | | | | | | |
| EL | | | 37 | | | | | | | | | | | | | | | | | | | | | | |
| ES | | | | | | | | | | 82 | | | | | | | | | | 54 | | | | | |
| FI | | | | | | | | | | | | | | | | | | | | | | | 55 | | |
| FR | 64 | 82 | | 64 | 82 | | | | 82 | | | | | | 82 | | 82 | | 82 | | | | | | |
| HR | 58 | | 36 | 36 | 65 | | | | | | | | 36 | | 50 | | | | | | | 36 | | 37 | |
| HU | 58 | | 26 | 26 | | | | | | | | 36 | | | 50 | | | | | 26 | | 26 | | 37 | 26 |
| IE | | | | | | | | | | | | | | | | | | | | | | | | | |
| IT | 58 | | | | 65 | | | | | | 82 | 50 | 50 | | | | | | | | | | | 50 | |
| LT | | | | | | 21.5 | | | | | | | | | | | | 19 | | 20 | | | | | |
| LU | | 50 | | | 82 | | | | | | 82 | | | | | | | | 82 | | | | | | |
| LV | | | | | | 21.5 | | | | | | | | | | 19 | | | | 20 | | | | | |
| NL | | 82 | | | 65 | 76 | | | | | 82 | | | | | | 82 | | | | | | | | |
| PL | 58 | | | 20 | 65 | | | | | | | 26 | | | | 20 | | 20 | | | | 20 | | | 21 |
| PT | | | | | | | | | 53 | | | | | | | | | | | | | | | | |
| RO | 58 | | 17 | 19 | | | | | | | | 36 | 26 | | | | | | | 20 | | | | | 21 |
| SE | | | | | | 76 | | | | 54.7 | | | | | | | | | | | | | | | |
| SI | 58 | | | 37 | 65 | | | | | | | 37 | 37 | | 50 | | | | | | | | | | 37 |
| SK | 58 | | | 21 | | | | | | | | | 26 | | | | | | | 21 | | 21 | | 37 | |

Travel costs actually incurred may be charged temporarily for candidate countries not included in the list.

TABLE 3 : For return travels by land, air, train or combination of both (more than 400 km)

| Unit Costs Amounts for return air, rail and combined journey above 400 km (*) | | |
|---|-------------------------------|---|
| Distance Band (in km) | Amount in EUR per return trip | Amount in EUR per return trip (new as from 2023) |
| 400-600 | 196 | 245 |
| 601-800 | 209 | 261.25 |
| 801-1200 | 221 | 276.25 |
| 1201-1600 | 230 | 287.5 |
| 1601-2000 | 295 | 368.75 |
| 2001-2500 | 343 | 428.75 |
| 2501-3500 | 433 | 541.25 |
| 3501-4500 | 527 | 658.75 |
| 4501-6000 | 637 | 796.25 |
| 6001-7500 | 720 | 900 |
| 7501-10000 | 961 | 1201.25 |
| 10001-Max | 1101 | 1376.25 |

The calculation of the reimbursed amount depends on the distance travelled and whether it falls within specific distance ranges, as detailed in the above tables.

- To determine the distance band that defines the unit cost amount for the declaration of travel cost, the distance between place of departure and place of destination must be measured as single journey.
- The amounts for the unit cost amounts per distance band are, however, the amount for a return trip.

- To calculate distances, we recommend using the rail or flight calculator available on the European Commission's website:

https://ec.europa.eu/info/calculate-unit-costs-eligible-travel-costs_en

Accommodation:

ETUI will continue to arrange accommodation for all event participants while adhering to cost ceilings based on the host country. However, it is important to note that costs for accommodation, meals according to the program, and materials will be covered solely for participants coming from member states of the European Union and candidate countries, which include Albania, Bosnia and Herzegovina, Moldova, Montenegro, North Macedonia, Serbia, Ukraine, and Turkey. In cases of no-show, participants will be responsible for covering the associated costs, which ETUI will subsequently invoice.

The flat rate allowances for an overnight stay per night per billable person:

| Country | Overnight stay – amount per night in EUR | Meal allowance – daily rate (24 hours) in EUR |
|------------------------|--|---|
| Albania | 101 | 50 |
| Belgium | 137 | 102 |
| Bosnia and Herzegovina | 90 | 65 |
| Bulgaria | 110 | 57 |
| Denmark | 158 | 124 |
| Germany | 119 | 97 |
| Estonia | 107 | 80 |
| Finland | 146 | 113 |
| France | 166 | 102 |
| Greece | 107 | 82 |
| Ireland | 139 | 108 |
| Italy | 114 | 98 |
| Croatia | 104 | 75 |
| Latvia | 95 | 73 |
| Liechtenstein | 135 | 80 |
| Lithuania | 94 | 69 |
| Luxembourg | 163 | 98 |
| Malta | 141 | 88 |
| Moldavia | 133 | 80 |
| Montenegro | 98 | 60 |
| Netherlands | 133 | 103 |
| North Macedonia | 95 | 50 |
| Austria | 126 | 102 |
| Poland | 103 | 67 |
| Portugal | 109 | 83 |
| Romania | 109 | 62 |
| Sweden | 158 | 117 |
| Serbia | 105 | 60 |
| Slovakia | 98 | 74 |
| Slovenia | 113 | 84 |
| Spain | 117 | 88 |
| Czech Republic | 107 | 70 |
| Turkey | 116 | 55 |
| Ukraine | 122 | 80 |
| Hungary | 105 | 64 |
| Cyprus | 120 | 88 |

Important: supporting documents/ receipts

Participants are still required to retain proof of their travel expenses for ex-post auditing by the European Commission. After the event, participants will receive a reimbursement form, which they must complete

to claim the travel unit cost. Travel costs will be reimbursed to the participant's bank account only after the following documents, in their original form or as PDFs via email, have been submitted to ETUI:

- The signed reimbursement form
- The travel justification document, which varies depending on the mode of travel (boarding passes, e-tickets, or a signed statement for car travel)

Please note that failure to provide these documents or a no-show will result in ETUI being unable to reimburse travel costs.

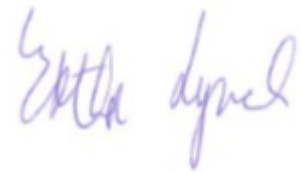
The calculation of the reimbursed amount depends on the distance travelled and whether it falls within specific distance ranges, as detailed in the tables provided in the official communication. To calculate distances, we recommend using the rail or flight calculator available on the European Commission's website.

We hope this clarification regarding our new reimbursement policy for accommodation, meals, and travel expenses helps facilitate your participation in our events. If you have any questions or require further information, please do not hesitate to reach out to us.

Thank you for your continued support and cooperation.

Brussels, 14/09/2023

Sincerely,



Esther LYNCH

Acting General Director

European Trade Union Institute