



## Policy on the financial contribution to travel and subsistence expenses incurred to participate in a selection procedure or a pre-employment medical examination organised by Eurojust

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### **Article 1 – Scope**

A contribution to the travel and subsistence expenses of candidates invited to a selection procedure or a pre-employment medical examination organised by Eurojust shall be made in accordance with the provisions set out in this policy.

### **Article 2 – General provisions**

1. No contribution towards travel expenses will be made when the distance between the place of residence stated in the candidate's application form and the location of the interview/test/pre-employment medical exam is 150km or less.
2. Where the distance between the place of residence stated in the candidate's application form and the location of the interview/test/pre-employment medical exam is more than 150km, reimbursement of travel costs incurred will be made in line with the provisions in Article 3.
3. Any travel expenses, cancellation fees or change fees incurred due to annulment or rescheduling of a selection procedure/pre-employment medical examination by Eurojust shall be borne by Eurojust. Eurojust will not reimburse costs incurred due to rescheduling at the request of the candidate.

### **Article 3 – Travel expenses**

1. The nearest airport or train station to the place of residence indicated in the candidate's application form is deemed to be the place of departure.
2. Where a candidate travels by train, reimbursement of travel expenses shall be based on the cost of a second-class rail fare from the place of departure to the arrival train station in The Hague (or the location of the interview/test/pre-employment medical exam if this is not The Hague) on production of the tickets. The cost of seat reservations and any supplements for fast trains may be reimbursed on presentation of supporting documents.
3. Where a candidate travels by air, reimbursement shall be based on the most economical air fare on production of the ticket and boarding passes. Reimbursement will be based on the actual expenses up to the applicable general flight ceiling for each EU Member State published on the Eurojust website. The cost of public transport to/from the departure airport and between the arrival airport and a train station in The Hague (or the location of the interview/test/pre-employment medical exam if this is not The Hague) shall be reimbursed.
4. Candidates travelling from outside the EU may claim a contribution towards their travel expenses, based on production of tickets and boarding passes, up to the highest general flight ceiling applicable to EU Member States.
5. Should the place of residence indicated in the application form differ from the place of departure, reimbursement shall be made up to the Member State ceiling applicable to the place of residence.

6. Local transport costs (e.g. tram or bus) at the place of departure or to travel between the arrival train/bus station in The Hague and Eurojust (or the location of the interview/test/pre-employment medical exam if this is not The Hague) shall not be reimbursed.
7. Taxi fares shall not be reimbursed.

#### **Article 4 – Use of a motor vehicle**

1. Where a candidate chooses to travel to Eurojust by private vehicle, the reimbursement shall be based on an allowance per kilometre:
  - 151 – 1000 km: 0.12 EUR/km
  - 1001 – 10000 km: 0.08 EUR/km
2. No additional contribution to travel expenses by motor vehicle shall be granted e.g. vehicle rental fees, parking tickets, toll roads or other costs related to the use of the vehicle.
3. Where the journey is made by motor vehicle, the contribution towards travel expenses for a return journey shall not exceed the applicable Member State ceiling, the minimum cost of either a rail ticket in 2nd class from the place of departure.

#### **Article 5 – Accommodation allowance**

1. A flat-rate accommodation allowance of EUR 100 shall be granted when the distance between the place of residence in the candidate's application form and the location of the selection procedure/interview/medical exam is more than 150km and when an overnight stay is required due to the incompatibility between the time of the interview/test or medical exam and transport timetables.
2. The accommodation allowance shall be paid on presentation of the relevant hotel bill.

#### **Article 6 – Subsistence allowance**

1. A flat-rate subsistence allowance of EUR 25 is granted where the distance between the place of residence indicated in the candidate's application form and the location of the selection procedure/interview/medical exam is more than 50km but the candidate does not receive the flat-rate accommodation allowance.
2. The subsistence allowance is only granted on the day(s) that the interview or medical examination is held.

#### **Article 7 – Final provisions**

1. If a candidate decides to extend their stay for personal reasons, Eurojust will reimburse the travel costs incurred, provided that those costs are not higher than the costs that would have been incurred if the candidate had travelled only for the selection procedure/medical exam. In such cases, Eurojust will not pay any additional accommodation allowance or subsistence for costs incurred due to delays in the return travel.
2. In order to receive any of the financial contributions mentioned in this policy, the candidate must fill in and return the travel reimbursement form, together with the supporting documents, within 30 days after the completion of the travels.

3. Incomplete forms, forms files missing supporting documents or claims submitted after the deadline will not be processed.
4. Amounts due under the above rules shall be paid by bank transfer in Euros. Any non-Euro amounts for expenses incurred by the candidate shall be converted to Euro by Eurojust by means of the monthly conversion rate fixed by the European Commission. Any bank charges or exchange rate differences shall be borne by the candidate.

## Annex: Ceilings on travel expenses for candidates in a Eurojust selection procedure

| Member State           | 2017 Ceiling (€) |
|------------------------|------------------|
| <b>Austria</b>         | 650              |
| <b>Belgium</b>         | 200              |
| <b>Bulgaria</b>        | 700              |
| <b>Croatia</b>         | 700              |
| <b>Cyprus</b>          | 750              |
| <b>Czech Republic</b>  | 700              |
| <b>Denmark</b>         | 700              |
| <b>Estonia</b>         | 600              |
| <b>Finland</b>         | 700              |
| <b>France</b>          | 600              |
| <b>Germany</b>         | 500              |
| <b>Greece</b>          | 700              |
| <b>Hungary</b>         | 550              |
| <b>Ireland</b>         | 350              |
| <b>Italy</b>           | 600              |
| <b>Latvia</b>          | 700              |
| <b>Lithuania</b>       | 500              |
| <b>Luxembourg</b>      | 650              |
| <b>Malta</b>           | 550              |
| <b>Netherlands</b>     | 150              |
| <b>Poland</b>          | 600              |
| <b>Portugal</b>        | 750              |
| <b>Romania</b>         | 750              |
| <b>Slovak-Republic</b> | 700              |
| <b>Slovenia</b>        | 600              |
| <b>Spain</b>           | 700              |
| <b>Sweden</b>          | 500              |