



EUROJUST
P.O. Box 16183
2500 BD The Hague
THE NETHERLANDS

AD 2008-74

THE ADMINISTRATIVE DIRECTOR

Decision on the reimbursement of travel expenses for persons invited to attend an interview at Eurojust

EUROJUST,

Having regard to the Council Decision of 28 February 2002 setting up Eurojust with a view to reinforcing the fight against serious crime ((2002/187/JHA) hereinafter referred to as the "Eurojust Decision"), and in particular Article 30 thereof,

Having regard to the Staff Regulations of Officials of the European Communities (hereinafter referred to as "Staff Regulations") and the Conditions of Employment of other servants of the European Communities (hereinafter referred to as "CEOS") laid down by Council Regulation (EEC, EURATOM, ECSC) No 259/68, and in particular Articles 13 and 83 of the CEOS for which Article 33 of the Staff Regulations applies by analogy and to Articles 22 and 92 of the CEOS,

Having regard to the Administrative Notices n.23/2008 of 6 May 2008 concerning the financial contribution towards travel and subsistence expenses for persons invited to the oral tests of an open competition or other selection procedure, to an interview ,

Having consulted the Staff Committee of Eurojust,

HAS DECIDED AS FOLLOWS:

Title I: General provisions

Article 1

A financial contribution to the travel expenses subject to the conditions set out below shall be granted for persons invited to attend an interview to see whether they are suitable for a vacant post.



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Title II: Travel expenses

Article 2

1. Travel expenses shall not be reimbursed where the distance between the place of residence and the place where the interview is held is 150 km or less.
2. Where the distance between the place of residence and the place where the interview is held exceeds 150 km, the basis for the calculation of reimbursement shall be based on the following criteria:
 - The shortest and most economical standard return route by rail;
 - The cost of a second-class rail fare;
 - Where the journey includes not less than six hours of night travel between 22:00 hours and 07:00 hours, the cost of a sleeper, on production of the ticket, or where the journey includes night travel of less than six hours between 22:00 hours and 07:00 hours the cost of a couchette, on production of the ticket, provided it is more economical than air travel option;
 - The cost of seat reservations and transport of necessary luggage as well as supplements for special fast trains on production of the relevant tickets and/or vouchers.
3. The cost of travel by sea shall be reimbursed for the class corresponding to second class rail.
4. Where a means of transport other than those specified in paragraphs 2 and 3 above is used, reimbursement shall be based on an allowance per kilometre calculated according to the cost of second-class travel by rail, excluding sleeper and other supplements, by the shortest and most economical standard route, as set out below:

1 – 1000 km	0.12 euro/km
1001 – 10000 km	0.08 euro/km
10000 and above	no allowance will be reimbursed
5. No local transport either in the place of departure or in the place of arrival will be reimbursed where local transport is taken within 100 km of the place of the interview.



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Article 3

Where the distance by rail between the place of residence and the place where the interview is held exceeds 500 km or where the route includes a sea-crossing, candidates shall be entitled to travel by air. Reimbursement shall be based on the most economical air fare on production of the original ticket and boarding cards. Reimbursement will be made in accordance with the applicable flight ceiling for each EU country as detailed in the attached annex to this decision. For flights from non-EU countries, a flat rate of 500 € will be reimbursed.

Article 4

The place of residence from which travel costs are reimbursed shall be that specified in the letter of invitation issued by Eurojust. This will apply even where the candidate moves place of residence between the time of application and the interview date.

Title III: Subsistence expenses

Article 5

1. Where the distance between the place of residence and the place where the interview is held is 50 km or less, no contribution to subsistence expenses shall be made.
2. Where the distance between the place of residence and the place where the interview is held is more than 50 km but not more than 150 km, a flat-rate contribution of EUR 25 shall be made.
3. Where the distance between the place of residence and the place where the interview is held is more than 150 km, an accommodation allowance of EUR 100 shall be granted.
4. It shall cover expenses incurred as a result of the need to spend a night at the place where the interview is held and shall be granted for the day or days (periods of 24 hours) taken up by the interview.

The accommodation allowance shall be paid on presentation of a hotel bill.



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Title IV: Final provisions

Article 6

In the case of interviews, payment of the sums due under these Rules shall be made by transfer in the currency of the country where the interview is held or in the currency of the country where the place of residence is situated by means of the monthly conversion rates fixed by the Commission for the purpose.

Article 7

This Decision will enter into force with effect from 1 January 2009.

Done at The Hague on 2 December 2008

For Eurojust

Jacques J.J.M.M Vos
Acting Administrative Director



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Annex I

Ceiling on flight costs for candidates – updated on 20.8.08

	<u>Ceiling</u>
Austria	500
Bulgaria	650
Cyprus	700
Czech Republic	600
Denmark	450
Estonia	600
Finland	700
France	500
Germany	450
Greece	500
Hungary	550
Ireland	300
Italy	500
Latvia	700
Lithuania	400
Luxembourg	400
Malta	650
Poland	600
Portugal	700
Romania	700
Slovakia	500
Slovenia	500
Spain	550
Sweden	500
United Kingdom	250

Belgium and the Netherlands are not represented here as train costs are reimbursed according to the rules.