

# Guidelines on travel and accommodation

The information below is synthesised from and, therefore, acts as a complement to, not a replacement of Commission Decision C(2007)5858. The document is for information purposes only.

Return journey from the address in the contract to the place of meeting	Fees €450 per working day (€250 per half day)	Daily allowance €113 per working day	Accommodation allowance €168 per night
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## Concerning your travel

- Please make sure to select the most economical travel rate when booking your ticket, in particular by selecting non-flexible tickets and booking as soon as your meeting dates are confirmed. We reserve the right to cap the reimbursement of travel tickets that do not follow these principles;
- Your travel should start and end at the address in your contract unless you request a change of point of departure prior to contract signature.
- Travel should not be combined with holidays or other meetings without prior authorisation;
- Business class is only allowed for non-stop flights of 4 hours and longer;
- On regular trains we reimburse up to 1<sup>st</sup> class travel. On all Eurostar routes we reimburse up to Eurostar Plus fares. For Deutsche Bahn, only Sparpreis options are eligible. For questions related to other train services, please get in touch.

## Concerning your accommodation

- You are allowed to arrive the day before the first meeting and leave the day after the last meeting;
- For your convenience, [a list of hotels](#) close to the meeting premises (in Brussels) with agreed rates is available on the Portal.

## Your daily allowance covers

- Local transport during meeting days (train, metro, bus, taxi, etc.);
- Travel and accident insurance.

## We do not reimburse

- Taxi and parking fees;
- Meals during travel;
- Business Lounge access;
- Cost of printing out a boarding pass;
- Upgrades of flight tickets to Premium Economy
- Travel agency and booking fees;
- Cost of transport cards (Bahncard, MOBIB, Oyster card);
- Car rental

## Special cases

Below are some examples of issues you might encounter and which need prior authorisation from us:

- Cancelled/changed travel resulting in additional costs (e.g. strikes);
- Bridging weekend in between weeks of evaluation;
- Exceptional use of a taxi;
- Availability of a flexible ticket for a cheaper price;
- Travel by train for a distance longer than 400 km;
- Travel by car for a distance longer than 400 km;
- Living at the limit of the 100km from the meeting location.

## Get in touch!

If you have any questions or concerns, or if you need prior authorisation, please contact us via the email address provided in your contract.