

DECISION 33/2009/GB
OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE
LAYING DOWN THE MISSION GUIDELINES

Adopted by the Governing Board
on 9 December 2009

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THE GOVERNING BOARD,

Having regard to Council Decision 2005/681/JHA of 20 September 2005 establishing the European Police College (CEPOL) and in particular Article 13 thereof;

Having regard to the Staff Regulations of Officials of the European Communities (hereinafter referred to as “SR”) 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 ⁽¹⁾ and in particular Article 71 of the SR and Articles 11 to 13a of Annex VII thereto, and Articles 22 and 92 of the CEOS;

Having regard to the Commission Decision of 12 November 2009 adopting the Guide to Missions for officials and other servants of the European Communities;

Having regard to the proposal of the Director: in agreement with the European Commission pursuant to Article 110 of the SR ⁽²⁾;

Whereas:

- (1) Detailed rules for the application of Articles 11, 12 and 13 of Annex VII to the SR shall be laid down according to Article 13a of Annex VII to the SR.
- (2) The mission, structure and location of CEPOL Secretariat are different to most other Agencies and the Institutions in Brussels and Luxembourg.
- (3) These Mission Guidelines replace decision 23/2008/GB adopted on 25 September 2008.

HAS DECIDED AS FOLLOWS:

⁽¹⁾ OJL 56, 4.3.1968, p.1. Regulation as last amended by Council Regulation (EC, EURATOM) No 1558/2007 (OJL 340, 22.12.2007, p.1).

⁽²⁾ Commission Decision C (2009) 8526 of 12.11.09.

CHAPTER 1 GENERAL PROVISIONS

Article 1 Scope

The provisions of these guidelines shall only apply to missions by the Director and the staff of the Secretariat of the European Police College (hereinafter referred to as “CEPOL”).

Article 2 Duty of the person carrying out the mission

The member of staff carrying out the mission is required to present a mission programme to his/her immediate superior and the Authorising Officer which best meets the professional requirement in terms of cost effectiveness to his/her immediate superior and to the authorising officer. He/she must, in particular, inform the authorising officer of any possible alternatives, in terms of means of transportation, the conditions and tariffs applicable, the price of the proposed travel and travelling time so that the authorising officer can give informed consent. Priority should be given to public or shared transport in view of its low environmental impact. The person on mission must also inform the authorising officer of the cost of any detours or parts of the journey made for private reasons, which must be paid by the person on mission.

Article 3 Duty of the immediate superior

The immediate superior decides on the political and administrative appropriateness of the mission. In case the Director is carrying out the mission the decision is to be taken in accordance with Decision 3/2006/GB of the Governing Board of the European Police College 3/2006/GB of 13 January 2006 determining the Authority authorised to conclude contracts in respect of the Director ⁽³⁾.

Article 4 Duty of the Authorising Officer

The authorising officer confirms the political and administrative appropriateness of the mission and approves the costs involved, confirming that the mission programme will best achieve the objectives in terms of cost efficiency, taking account, among other things, of the means of transportation to be used, the travel time, the terms of fares and the interests of the service.

⁽³⁾ Adopted by the Governing Board on 13.1.2006.

Article 5
Duty of the Finance & Budget Officer

It is the duty of the Finance and Budget Officer to inform the Authorising Officer in good time of any matter of importance, which might compromise sound financial management of appropriations. They may therefore ask the Authorising Officer to review his/her decision and, where appropriate, to reconfirm it giving reasons.

Article 6
Duty of the Secretarial Support Unit

The Secretarial Support Unit, with assistance of the Travel Agency where applicable, is required to provide the member of staff travelling on mission with all the information necessary for organising the trip in the most cost-effective manner in the interests of the service and to issue transport tickets at the best available market price.

Article 7
Workflow

A workflow of the procedure before departure and on return is contained in Annex 1 to these guidelines.

CHAPTER 2
TRAVEL ORDER

Article 8
Required information

Travel orders are administrative documents in order to authorise staff to travel outside their place of employment to meet the requirements of CEPOL. They should contain full details of the planned mission.

In particular they must specify:

- a. the purpose and programme of the mission;
- b. itineraries;
- c. the means of transportation to be used;
- d. the tariff communicated and, where appropriate, the conditions applied;

- e. the expected cost;
- f. any detours or parts of the journey made for private reasons and the additional costs.

Travel orders must provide the Authorising Officer with the full information and facts required to sign them and have to be submitted within four working days at the latest, after the approval to travel has been given. Any higher travel costs resulting from the delayed submission of a travel order by a member of staff may be claimed back from the member of staff.

Article 9
Submitting travel orders

The staff member going on mission must submit the completed travel order to the relevant Initiating Officer prior to any booking being made.

Article 10
Signature

1. The procedures for signing travel orders are subject to the Financial Regulation of CEPOL and rules implementing the Financial Regulation. Staff members going on mission, their immediate superiors and Authorising Officers must apply to the provisions in force.
2. The signing of the travel order by the Authorising Officer entitles the staff member to reimbursement of the costs incurred within the regulatory limit in force.

Article 11
Passports and Visas

1. The HR Section will provide staff travelling on mission with information concerning visas and other formalities required for entering and staying in the countries to be visited.
2. Where possible, the HR Section will also obtain the visas. To do so, the unit must receive applications and passports at least eight working days before the planned departure date, at least ten working days if several visas are required.
3. The passport must be valid for at least six months after the end of the mission, as required by most countries and must contain a sufficient number of blank pages.
4. The cost of the visas is reimbursed on presentation of supporting documents.

5. The costs of obtaining a passport and other related sundry expenses, such as photographs, are not eligible.

Article 12
Authorising expenditure and exceptions

1. Authorising Officers by delegation and Authorising Officers by sub-delegation are in charge of the management of the resources for which they are responsible. To this end, they must evaluate whether or not missions and requests for exceptions submitted by staff going on mission are justified, and substantiate any exception to the general rules applicable having regard to the requirements of the service and in conformity with the principles of sound financial management, in particular economy and cost effectiveness, as defined in the Financial Regulation. They may, as Authorising Officers by sub-delegation, consult the Finance and Budget Officer.
2. Authorising Officers by sub-delegation for payments must inform the Authorising Officer in good time of any matter of importance which might compromise sound management of appropriations and draw the attention of the Authorising Officer to the different options allowing the needs of the departments to be met and to the costs involved in each case.
3. In practice, any request for an exception as regards travel costs must be sent as soon as possible, and before departure in any event, to the Authorising Officer for approval. Requests for exceptions, which have to be submitted after return from missions, must be attached to the statement of expenses.

Article 13
Registration fees

1. Registration fees for seminars, conferences or congresses etc. attended in the interests of the service shall be reimbursed.
2. Officials on mission should preferably pay such expenses on the spot, using their personal or corporate credit card. Where direct payment of such expenses by CEPOL is necessary, an application accompanied by the programme, registration forms and a copy of the travel order on which these fees are explicitly mentioned must be sent to the Secretarial Support Unit at least six weeks before the start of the mission.
3. The finalised programme and the original detailed invoice must be attached to the statement of expenses.
4. Registration fees for seminars, conferences or congresses etc. for personal training purposes are not considered to be mission expenses and must be

charged to the appropriations for “Further training, language courses and retraining for staff”.

5. Applications for the reimbursement of registration fees for conferences at the place of CEPOL Secretariat should be sent to the Personnel and Administration Officer.

CHAPTER 3 ADVANCES ON MISSION EXPENSES

Article 14 Conditions

Where the particular nature of a mission justifies it, the Authorising Officer, may grant an advance to staff members making such a request for any mission of more than three days for which they expect to bear expenses of more than €800. Any sums paid by way of an advance will be deducted from the amounts reimbursed to cover mission expenses. The Authorising Officer must countersign the application accompanied by the travel order. The advance shall be paid within seven calendar days into the same bank accounts as the person’s salary.

Article 15 Expenses covered by the advance

1. Advances are intended to cover expenses at the place of mission. A maximum of 80% of the estimated total amount is payable for daily allowances and accommodation costs, if not settled by CEPOL.
2. Travel expenses are normally not covered by an advance, since tickets are to be issued by the Secretarial Support Unit, unless they are unable to provide the ticket(s) requested. In such a case a statement from the Secretarial Support Unit is required before the advance can be paid.
3. Registration fees for seminars, congresses etc. in the interests of the service may be included in the advance, in duly substantiated special cases, at the request of the staff member concerned and on presentation of supporting documents, if such costs have to be paid at the place of mission.

Article 16 Advances not used

If an advance has been paid to a member of staff for a mission that has subsequently been cancelled, the amount of the advance is to be automatically deducted from a subsequent salary payment.

CHAPTER 4 TICKETS AND TRAVEL EXPENSES

Article 17 General rules

1. Officials travelling on mission must use the most appropriate and cost-effective means of transportation for achieving the purposes of the mission in the interests of CEPOL. As far as possible, public or shared transport should be used taking account among other things, of the environmental impact. For missions that are organised well in advance and are unlikely to be cancelled, staff should arrange to book their tickets at the earliest opportunity in order to take advantage of the best rates offered by the travel agency.

Reimbursement for the use of a car to reach the place of a mission for personal reasons may be authorised only in special cases and for compelling reasons; for example, inability to travel by plane certified by a doctor. In other cases, reimbursement will be limited to the cost of the most appropriate and cost effective means of transportation, taking account of the times of meetings and the interests of the service.

2. All travel is deemed to start at the place of employment. All members of staff going on missions are directly responsible for any detours made for private reasons, including departures from and/or returns to any other place, and must indicate such detours and pay the excess cost. All tickets should preferably be issued electronically.
3. In any case, travel expenses incurred for the purposes of a mission are reimbursed exclusively on the basis of the cost of the most appropriate and cost-effective accommodation and means of transportation between the place of employment and the place of the mission. Reimbursement will take account of the times of meetings, and will be based on the best rates available to CEPOL.

Article 18 Secretarial Support Unit

1. The Secretarial Support Unit shall make bookings for staff going on a mission to organise their missions as efficiently as possible, by ordering their tickets and other related services using a Travel Agent where appropriate.
2. The Secretarial Support Unit will provide any information, verbally or in writing, needed for the organisation of the mission and will deliver tickets and other documents as quickly as possible. Preference should be given to electronic ticketing.

3. In duly substantiated cases of extreme urgency, when the Secretarial Support Unit are unable to make a booking, staff going on mission may have all travel expenses reimbursed on presentation of a special authorisation, stating reasons, granted by the authorising officer prior to the travel within the regulatory limit in force. In these specific cases, the necessary supporting documents (e.g. tickets, boarding cards, receipted bills and proof of payment) must be submitted.
4. If the Travel Agent is unable to provide tickets for travel with 'low-cost' carriers, which may provide an efficient solution for certain destinations, staff going on mission may make reservations and payments directly by Internet and claim reimbursement on their statement of mission expenses. Where appropriate, advances on mission expenses may be used.

*Article 19
Travel by rail*

1. Travel expenses are reimbursed for first-class travel by the shortest and most cost effective route.
2. The following expenses can also be reimbursed on presentation of supporting documents:
 - a. the cost of seat reservations;
 - b. supplements for fast trains;
 - c. supplements for accommodation in a single sleeper where the journey includes not less than six hours of night travel between 22.00 and 07.00.

*Article 20
Travel by air*

1. Air travel may be booked:
 - a. in economy class or equivalent, at the lowest available rates, taking into account the times of meetings and/or special features of the mission for all segments that involve less than four hours continuous flying time;
 - b. in business-class, or equivalent, at the lowest available rates, taking into account the times of meetings and/or special features of the mission if the travel includes at least one segment involving at least six hours continuous flying time;

- c. a fully flexible ticket shall be booked if the times of the meetings and/or special features of the mission require flexibility.
2. The approved Travel Agency must provide the different rates available (including/not including a weekend stay) so that the member of staff going on mission, the immediate superior and the Authorising Officer can reach a decision with full knowledge of the facts. No one may be obliged to spend the weekend at the place of mission for the sole purpose of obtaining a cheaper ticket.
3. Where a journey involves a time difference of more than four hours, a day's rest is to be allowed at the place of the mission before official engagements begin.
 - a. Authorisation to travel first class or equivalent may be granted in exceptional circumstances by the authorising officer when the journey is deemed "tiring" in accordance with paragraph (2) of this Article and business class is not available (fully booked or not on offer) and the mission is necessary and cannot be changed.
4. Where heavy or bulky documentation has to be transported by air, an MCO (miscellaneous charge order) may be obtained for excess baggage on presentation of a duly substantiated request approved by the Authorising Officer and sent in advance to the Accounting Officer.
5. Airport taxes are also to be reimbursed with no need for supporting documents.
6. Requests for exceptions to the above general rules must be approved in advance by the Authorising Officer who will send them on to the Secretarial Support Unit for recording in the exceptions register.

Article 21

Travel by car for professional reasons

1. CEPOL strongly advises staff against using their own cars when going on missions. Members of staff who choose to use their own cars for mission-related travel remain fully liable for any accidents involving their vehicle and for any traffic offences. CEPOL will not accept any requests for compensation or reimbursement. Members of staff going on mission are required to use appropriate, safe and properly serviced vehicles and to comply with the relevant safety rules, rest times, highway code etc.
2. Where the use of a private car is necessary for professional reasons, travel costs are reimbursed on the basis of the first-class rail fare. However, when

staff members carry out missions in special circumstances where there are definite disadvantages to any alternatives, the Authorising Officer may decide to grant the staff members concerned a kilometre allowance⁴. In such cases, other expenses (motorway tolls, parking, ferry crossings etc.) can also be reimbursed on presentation of corresponding supporting original documents.

3. If several people travel together in one vehicle, only the person in charge of the vehicle will receive travel expenses. Where the use of a vehicle for personal reasons lengthens the mission, subsistence costs (daily subsistence allowances and accommodation costs) will be calculated on the basis of the duration of the journey using the most suitable means of transport.
4. Where appropriate staff on mission shall use an official car. Apart from transfers between the place of employment and an airport or a station staff on mission is supposed to drive the car by themselves. For reasons of cost effectiveness the authorising officer may authorise to depart from this provision.
5. Hired cars must be reserved through the Travel Agency before departing on mission.
 - a. The application must be duly substantiated by the authorising officer and contain the following information:
 - date and place of pick-up and return of the vehicle;
 - name of the person hiring the vehicle;
 - number of persons to be transported;
 - the estimated distance in kilometres to be covered.
 - b. The application must be sent before departure to the Secretarial Support Unit, who will choose:
 - the hire company, depending on the country and the rates;
 - the category of vehicle, depending on the country and the number of occupants.
 - c. Should it prove necessary to hire a car in the course of a mission, staff on mission may hire directly. However, it is recommended that, where circumstances permit, staff should consult the Secretarial Support Unit

⁴ The current rate is EUR 0.22 per kilometre

regarding which company to use, depending on the country and the category of vehicle concerned. The authorisation procedure must be completed afterwards, and the application, signed by the authorising officer, attached to the statement of mission expenses, together with the invoice and proof of payment.

6. In all of the above cases, staff must indicate the registration number of their vehicle on the statement of mission expenses.

Article 22

Travel by car for personal reasons

1. The use of a car for personal reasons may be authorised only in special cases and for compelling reasons, e.g. physical inability to travel by plane certified by a doctor.
2. Travel expenses are to be reimbursed on the basis of the cheapest and most cost effective rail fare available for the journey, calculated on the basis of the shortest route, supplements excluded. If several people travel together in one car, only the person in charge of the car will receive travel expenses. In all cases, staff must indicate the registration number of their vehicle on the statement of mission expenses.
3. Where the use of a car for personal reasons lengthens the mission, daily subsistence allowances will be calculated on the basis of the duration of the shortest rail journey.
4. Staff authorised to use a car for personal reasons when on mission remain fully liable for any accident to their car or to third parties. Under no circumstances will CEPOL accept liability in respect of the use by staff of a car for personal reasons, whatever the reason for which they choose to use it.
5. In other than these authorised cases, travel expenses for the use of a car for personal reasons will be reimbursed up to a maximum of the cost of the most appropriate means of transportation.

Article 23

Travel by sea

The appropriate class and cabin supplements may be authorised in accordance with the needs of the service and in line with the length and cost of the trip.

Article 24
Taxi, parking

1. The daily subsistence allowance is normally considered to cover all expenditure incurred by staff on mission. Expenses on taxi fares/parking up to the limit for sundries will not be reimbursed. However, due to the special location of the Secretariat and as no public transport is available, transfers for mission purposes from the Secretariat to UK airports (London Heathrow, London Gatwick and Southampton) and stations (Winchfield and Blackwater) will be paid by CEPOL.
2. If the use of a taxi, or the use of a car park takes the place of public transport and considerably shortens the duration of the mission and hence reduces the cost a duly substantiated application approved by the Authorising Officer shall be obtained prior to departure.
3. If public transport is delayed, the service is insufficient due to time constraints, the person on mission is carrying heavy goods or if ensuring to travel in the most efficient and secure way transfers to and from the airport/station by taxi may be reimbursed after approval of the Authorising Officer or sub-delegated officers.
4. With regards to the special location of the Secretariat the Secretarial Support Unit shall arrange on request, travel by taxi from the Secretariat to an airport or a station, besides the use of an official car is available and more cost efficient.

Article 25
Unused tickets

1. If in the course of a mission a staff member does not use all or part of the tickets provided, the following rules must be observed and the approved Travel Agency consulted where necessary:
 - a. rail tickets:
tickets and reservations must be cancelled prior to departure at the departure station or through the approved Travel Agency. Where the journey has been interrupted, the tickets must be cancelled at the station where the journey is interrupted and the fact that they have not been used should be indicated on them.
 - b. air tickets:
reservations must be cancelled through the approved Travel Agency or the airline company concerned as far in advance as possible as there are usually penalties for the cancellation of reduced-rate air tickets.

2. In order to reduce cancellation costs as much as possible, cancelled missions should immediately be notified to the approved Travel Agency.
3. Unused or partially used tickets must be returned to the approved Travel Agency as quickly as possible. The documents concerned must be handed in to the approved Travel Agency in return for a receipt, which shall be attached to the statement of mission expenses. In case of electronic tickets a print of the email sent to the approved Travel Agency is considered as a receipt.

CHAPTER 5 DAILY SUBSISTENCE ALLOWANCES

Article 26 Rates

The daily subsistence allowances for the Member States and for countries/places outside the European territory of the Member States are given in Annex 3 of this document.

Article 27 Calculation

Daily subsistence allowances are to be calculated as follows:

- a. six hours or less: 20% of the daily allowance and any transport costs on the basis of supporting documents, up to EUR 0.22/km if a private car is used or the first-class rail fare if the staff member travels by train;
- b. more than six hours but not more than twelve hours: half the daily allowance;
- c. more than twelve hours, but not more than twenty-four hours: the daily allowance;
- d. each successive 12-hour period: half the daily allowance.

*Article 28
Expenses covered*

1. The daily subsistence allowance is paid as a flat-rate amount and is considered to cover breakfast and two main meals, and any other personal daily expenses.
2. Any other expenses incurred in the interest of the service (eg photocopies, telephone calls, internet, costs of exchange transactions, inter-city travel etc.) or in the event of force majeure will be reimbursed on the basis of a decision signed by the authorising officer and accompanied by the relevant original supporting documents.
3. Staff must declare all meals or accommodation provided by or reimbursed by any third party whether taken or not. The daily allowance is to be reduced by 15% for breakfast and 30% for lunch and dinner provided by others whether taken or not. The remaining 25% is considered to cover all other expenses.

*Article 29
Expenses paid by organisers, accommodation and meals provided by other,
missions without expenses*

1. Missions where transport costs are paid by the organisers will be accepted only if the organisers provide prepaid tickets to staff going on mission. Only exceptionally, and on the basis of an explanatory note signed by the authorising officer, sent in advance to the Accounting Officer, may ticket reservations be made by the approved Travel Agency. In this case staff must obtain a *pro-forma* invoice from the approved Travel Agency. In such cases, the full name and address of the other organisation, a copy of the official letter of invitation, the type of expenses covered and the amount and method of payment must be sent in with the statement of expenses, by means of an attached note.
2. If a body of the European Communities or a non-European Community organisation covers the costs of meals, accommodation and/or subsistence whether taken or not, this should be mentioned on the travel order and without fail on the statement of expenses. In such cases, the daily allowance is to be reduced accordingly. CEPOL officers are not permitted to receive fees or funding for services provided.
3. Where the statement “without expenses” is entered on the travel order, no reimbursement is to be made. If expenses are nonetheless incurred during the mission, the statement of expenses must be signed by the Authorising Officer to obtain reimbursement.

4. Where a seminar, conference or congress etc. is attended for which CEPOL is to reimburse the costs, any meals/accommodation included in the programme will be automatically deducted from the allowances when the statement of expenses is processed, except where otherwise specifically approved by the authorising officer. If the mission involves no cost to the member of staff concerned, no reimbursement will be made.
5. Where mission costs for transport and/or accommodation are paid by the organisers, the Authorising Officer must ensure that there is no potential conflict of interests and confirm this in writing in a note attached to the travel order. This rule shall not apply to personal invitations where the cost is not considered excessive (e.g. a meal reception).

Article 30
Long-stay missions

In case of long-stay missions, i.e. where the mission is expected to last at least four consecutive weeks in the same place, the authorising officer may reduce daily allowance rates by one quarter.

Article 31
Short-haul missions

1. In principle, no payment will be made where a mission is to a place less than 30 km, one way, from the place of employment, calculated on the basis of the route by public transport, with the exception of travel costs.
2. An appropriate travel order and statement of travel expenses must be drawn up and sent to the Secretarial Support Unit to cover the authorisation to leave the place of employment. If staff on such missions incurs expenses other than travel costs, a statement of mission expenses must be submitted signed by the Authorising Officer and accompanied by supporting documents.

CHAPTER 6
ACCOMMODATION

Article 32
General rules

1. Individual staff members going on mission shall book their accommodation through the Secretarial Support Unit. When several staff members are going on a mission the booking of accommodation shall be coordinated by the Secretarial Support Unit. Hotels as close to the meeting venue as possible shall be booked taking into account the entitled allowances.

2. The bill must be attached to the statement of expenses and must state separately any breakfast taken.

Article 33

Exceptions concerning hotel expenses

1. Where the cost of accommodation is more than the maximum limit, a duly substantiated application for special authorisation, signed by the Authorising Officer, should be attached to the travel order, or after the mission, to the statement of expenses.
2. The additional reimbursement should cover the difference between the price of the room without breakfast and the maximum hotel price allowed for the country concerned.
3. Even where special authorisation is granted, reimbursement of accommodation costs will be limited to €300 per night.
4. By special duly substantiated decision, the Authorising Officer may grant exceptions to the above provisions in exceptional circumstances in line with the breakdown of responsibilities set out in Article 5 of these guidelines.
5. If accommodation is provided by the organiser the invitation to the meeting mentioning the accommodation and rate is considered as duly substantiated application for special authorisation as referred to in paragraph 1 of this Article.

Article 34

Accompanied travel

Staff travelling accompanied and sharing a double room must ask for the single room rate to be indicated on the hotel bill. Failing this, 25% of the price of the double room will be deducted from the amount billed.

Article 35

Cancellation

1. In the event of the cancellation, postponement or alteration of a reservation, staff must immediately inform the hotel concerned in writing.
2. Where cancellation fees are due as a result of negligence on the part of the member of staff concerned, he/she will be liable for the expenses incurred, except in the case of a duly substantiated decision by the authorising officer.

CHAPTER 7 LENGTH OF A MISSION

Article 36 General rules

1. The length of a mission is calculated from the time of departure from the place of employment by the means of transportation used to the time of its arrival on return to the place of employment.
2. Travel must be organised so that the mission lasts as short a time as possible given the means of transportation used and is as cost-effective as possible.

Article 37 Daily allowance

1. The daily allowance is to be calculated on the basis of official published timetables, the starting and finishing times of meetings and the means of transportation and type of tickets used.
2. If the city of departure and/or arrival has more than one station located on the direct itinerary, the duration of the mission will be determined by the most cost effective solution.
3. Mission claims will be calculated from the time of departure from the place of employment to the time of arrival on return to the place of employment.
4. In the case of a one-day mission, the duration of the mission should not, in principle, exceed 12 hours.
5. Similarly, the total working day (on mission and at the office) on the day of departure and the day of return should not exceed 12 hours.
6. If the duration of a mission is extended for personal reasons either at the beginning or end of a mission, claims shall be calculated from the start time or end time of the meeting, as applicable.

Article 38 Departure and arrival times

1. Staff going on mission cannot be obliged, either at the place of employment or place of mission, not including the extra time added for the purposes of calculating the allowances, to:
 - a. leave their place of employment or place of mission before 07.00;

- b. arrive at the place of mission after 21.00;
 - c. arrive at the place of employment after 23.00
2. The return journey must be commenced in principle:
- a. in the case of travel by air, not more than three and a half hours after the end of the meeting;
 - b. in the case of travel by any other means of transportation, not more than two hours after the end of the meeting.

CHAPTER 8 CHANGES TO A MISSION

Article 40 Extension

1. Missions may have to be extended due to unforeseen circumstances.
2. If the length of the mission initially provided for on the travel order is extended in the interest of the service and incurs payment of supplementary daily allowances, this should be indicated on the statement of expenses, which must be signed by the Authorising Officer.
3. If the length of the mission initially provided for on the travel order is extended for personal reasons all extra costs will be met by the staff member concerned.
4. If the length of the mission initially provided for on the travel order is extended for reasons of force majeure ie: costs incurred as a result of illness, accident, early return from mission or travel assistance will be covered by insurance.

Article 41 Changes to the dates of the mission

1. If any changes relating to the dates specified in the original travel order are foreseen, staff must submit a new travel order.
2. In all other cases, the mission dates must be altered in the statement of expenses.

Article 42
Cancellation

If a mission is cancelled, the member of staff must

- a. cancel the tickets and hotel reservations immediately in writing either via the approved Travel Agency or by contacting the transport companies and hotels directly; failure to do so will result in any costs incurred by CEPOL being charged to the member of staff concerned;
- b. immediately send a copy of the travel order, or statement of expenses where relevant, to the Secretarial Support Unit marked "CANCELLED".

CHAPTER 9
MISSIONS COMBINED WITH ANNUAL LEAVE,
COMPENSATION OR REST DAYS AND INTERRUPTION OF ANNUAL LEAVE

Article 43
Extension

1. For any mission combined with more than three days leave, the travel order must bear an *ad hoc* signature of the authorising officer against this item.
2. The following are considered days of leave:
 - a. annual leave;
 - b. special leave;
 - c. days off by way of compensation, for instance under the flexitime scheme;
 - d. if the mission is combined with leave, the travelling time normally needed to reach or return from the place of mission.

Rest days granted by CEPOL on account of tiring journeys are not considered leave days.

Article 44
Daily subsistence allowance

1. If the leave, taken at the place of mission or on the way between the place of employment and the place of mission, precedes and/or follows the mission, the daily subsistence allowances are calculated from the time at which the meetings actually begin and/or up until the end of the meetings. Where a reduced-rate fare requiring a weekend stay has been obtained, allowances

will be calculated to take account of the extra days required by that type of fare.

2. The following give entitlement to daily allowances:
 - a. rest days granted by the CEPOL under the rules on tiring journeys;
 - b. working days spent at the place of mission between meetings, provided that this does not generate additional outlay for CEPOL.
3. Days off by way of compensation under a flexitime scheme do not give entitlement to daily allowances.

Article 45

Interruption of annual leave to go on mission

Return travel between the place of leave and the place of mission is to be reimbursed in the same way as for an ordinary mission.

Article 46

Interruption of annual leave to return to place of employment

If a member of staff is called back from annual leave to the place of employment, only travel expenses and allowances due for the travel time are to be taken into account.

**CHAPTER 10
STATEMENT OF EXPENSES**

Article 47

Signature

Staff returning from missions must submit a statement of expenses. In such cases the original period on the travel order has been exceeded and incurs payment of supplementary daily allowances or where costs arise over and above those provided for on the travel order, the statement of expenses must also be signed by the Authorising Officer. The statement must be sent immediately to the relevant initiating officer.

Article 48
Cut-off-period

Except in exceptional cases authorised by the Authorising Officer, no reimbursement shall be made if the statement of expenditure is submitted more than six months after the date of return from mission and any advances and travel expenses shall be recovered from the staff member concerned.

Article 49
Specifications

1. Statements of expenses should be completed carefully and correctly. All original supporting documents (e.g. tickets, boarding cards, hotel bills, records of official telephone calls, any special authorisations, etc.) should be attached. Any breach of these provisions will delay reimbursement of the expenses incurred.
2. The actual routes and departure and arrival times of the transport used should be indicated.
3. Staff who travelled by car on mission should specify under “transport used” whether it was:
 - a. their own car, in which case the registration number should be indicated;
 - b. an official car;
 - c. someone else’s car, in which case name of owner and registration number should be indicated;
 - d. a hired car.

CHAPTER 11
GIFTS OR PAYMENTS OFFERED TO STAFF

Article 50
Declaration, deduction

Any gift or fee received must be declared on the travel order and/or the statement of expenses. Fees are to be deducted from the total mission expenses payable or from salary if appropriate. All official gifts become the property of CEPOL.

**CHAPTER 12
THEFT/ASSAULT WHILE ON MISSION**

*Article 51
Responsibility, insurance*

1. Staff when travelling on mission has sole responsibility for the safety of their personal effects and the money in their possession. They should therefore take all possible precautions to limit the risk of theft, for example by not carrying more cash than is absolutely necessary.
2. Where necessary, staff may submit a claim under the travel insurance for a mission duly covered by a travel order to be sent to the Accounting Officer.

**CHAPTER 13
TRANSITIONAL AND FINAL PROVISIONS**

*Article 52
Staff from employment agencies*

Any person working with the CEPOL Secretariat on the basis of a contract agreed between CEPOL and an employment agency shall be regarded as member of the staff of the CEPOL Secretariat.

*Article 53
Entry into force*

These rules shall enter into force on the day of its adoption and shall apply as of 10 December 2009.

Done at Aronsborg, 9 December 2009

For the Governing Board

Ebba Sverne Arvill
Chair of the Governing Board

Annex 1

BEFORE DEPARTURE

TRAVEL ORDER SIGNED BY
AUTHORISING OFFICER OR
IMMEDIATE SUPERIOR

| | |
|--|--|
| <u>Travel Order</u> Original to be signed by Authorising Officer before departure | <u>Travel components</u> To be ordered from the Secretarial Support Unit |
|--|--|

ON RETURN

STATEMENT OF EXPENSES
SUBMITTED TO THE RELEVANT
INITIATING OFFICER WHO WILL
PREPARE THE PAYMENT ORDER

To be sent to the Accounting
Officer accompanied by:
- original boarding cards;
- all supporting documents

**STATEMENTS OF EXPENSES MUST BE SUBMITTED FOR
REIMBURSEMENT WITHIN SIX MONTHS AFTER RETURN FROM MISSION.**

**STATEMENTS SUBMITTED AFTER THE DEADLINE MUST BE
ACCOMPANIED BY AN EXCEPTION AND SIGNED BY THE AUTHORISING
OFFICER.**

These Annexes contain extracts from legislative acts and information which may vary over time; they are provided here only as a guide. The content of the Annexes does not form an integral part of the Guide.

Annex 2

Hotel ceilings and daily allowances as established by Article 13(2) of Annex VII to the Staff Regulations of official of the European Union.

| | Hotel Ceiling | Daily Allowance | | |
|----------------|---------------|-----------------|-------|-------|
| | | 100% | 15% | 30% |
| Belgium | 140.00 | 92.00 | 13.80 | 27.60 |
| Bulgaria | 169.00 | 58.00 | 8.70 | 17.40 |
| Czech Republic | 155.00 | 75.00 | 11.25 | 22.50 |
| Denmark | 150.00 | 120.00 | 18.00 | 36.00 |
| Germany | 115.00 | 93.00 | 13.95 | 27.90 |
| Estonia | 110.00 | 71.00 | 10.65 | 21.30 |
| Greece | 140.00 | 82.00 | 12.30 | 24.60 |
| Spain | 125.00 | 87.00 | 13.05 | 26.10 |
| France | 150.00 | 95.00 | 14.25 | 28.50 |
| Ireland | 150.00 | 104.00 | 15.60 | 31.20 |
| Italy | 135.00 | 95.00 | 14.25 | 28.50 |
| Cyprus | 145.00 | 93.00 | 13.95 | 27.90 |
| Latvia | 145.00 | 66.00 | 9.90 | 19.80 |
| Lithuania | 115.00 | 68.00 | 10.20 | 20.40 |
| Luxembourg | 145.00 | 92.00 | 13.80 | 27.60 |
| Hungary | 150.00 | 72.00 | 10.80 | 21.60 |
| Malta | 115.00 | 90.00 | 13.50 | 27.00 |
| Netherlands | 170.00 | 93.00 | 13.95 | 27.90 |
| Austria | 130.00 | 95.00 | 14.25 | 28.50 |
| Poland | 145.00 | 72.00 | 10.80 | 21.60 |
| Portugal | 120.00 | 84.00 | 12.60 | 25.20 |
| Romania | 170.00 | 52.00 | 7.80 | 15.60 |
| Slovenia | 110.00 | 70.00 | 10.50 | 21.00 |
| Slovakia | 125.00 | 80.00 | 12.00 | 24.00 |
| Finland | 140.00 | 104.00 | 15.60 | 31.20 |
| Sweden | 160.00 | 97.00 | 14.55 | 29.10 |
| United Kingdom | 175.00 | 101.00 | 15.15 | 30.30 |

Annex 3

Daily subsistence allowances for Countries outside the European Union

| Destination | Daily subsistence allowances in euros | Hotel ceiling in euros |
|------------------------|--|-------------------------------|
| Afghanistan | 50 | 75 |
| Albania | 50 | 160 |
| Algeria | 85 | 85 |
| American Samoa | 70 | 135 |
| Andorra* | 68.89 | 126.57 |
| Angola | 105 | 175 |
| Anguilla | 75 | 140 |
| Antigua and Barbuda | 85 | 140 |
| Argentina | 75 | 210 |
| Armenia | 70 | 210 |
| Aruba | 80 | 185 |
| Australia | 75 | 135 |
| Azerbaijan | 70 | 200 |
| Bahamas | 75 | 115 |
| Bahrain | 80 | 195 |
| Bangladesh | 50 | 140 |
| Barbados | 75 | 140 |
| Belarus | 90 | 135 |
| Belize | 50 | 135 |
| Benin | 50 | 100 |
| Bermuda | 70 | 140 |
| Bhutan | 50 | 130 |
| Bolivia | 50 | 100 |
| Bonaire | 90 | 185 |
| Bosnia-Herzegovina | 65 | 135 |
| Botswana | 50 | 135 |
| Brazil | 65 | 180 |
| British Virgin Islands | 75 | 140 |
| Brunei | 60 | 165 |
| Burkina Faso | 55 | 90 |
| Burundi | 50 | 115 |
| Cambodia | 50 | 115 |
| Cameroon | 55 | 105 |

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| | | |
|---|--|-------------------------------|
| Canada | 65 | 165 |
| Cape Verde | 50 | 75 |
| Cayman Islands | 60 | 135 |
| Central African Republic | 60 | 80 |
| Chad | 65 | 145 |
| Destination | Daily subsistence allowances in euros | Hotel ceiling in euros |
| Chile | 70 | 175 |
| China | 55 | 155 |
| Columbia | 50 | 120 |
| Comoros | 50 | 85 |
| Congo (Democratic Republic) | 105 | 140 |
| Congo (Republic) | 70 | 115 |
| Cooks Island | 50 | 135 |
| Costa Rica | 50 | 140 |
| Côte d'Ivoire | 60 | 130 |
| Croatia | 60 | 120 |
| Cuba | 75 | 150 |
| Djibouti | 65 | 170 |
| Dominica | 75 | 140 |
| Dominican Republic | 60 | 170 |
| East Timor | 50 | 110 |
| Ecuador | 50 | 140 |
| Egypt | 65 | 140 |
| El Salvador | 55 | 125 |
| Equatorial Guinea | 60 | 85 |
| Eritrea | 50 | 80 |
| Ethiopia | 50 | 145 |
| Federal Republic of Yugoslavia (Serbia and Montenegro) | 80 | 140 |
| Fiji | 50 | 120 |
| French Guyana | 55 | 140 |
| French Polynesia | 60 | 135 |
| Gabon | 75 | 115 |
| Gambia | 50 | 120 |
| Georgia | 80 | 215 |
| Ghana | 70 | 140 |
| Grenada | 75 | 140 |
| Guadeloupe | 65 | 115 |

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| | | |
|--------------------|--|-------------------------------|
| Guam | 60 | 135 |
| Guatemala | 50 | 125 |
| Guinea Bissau | 50 | 90 |
| Guyana | 50 | 160 |
| Haiti | 65 | 125 |
| Honduras | 50 | 125 |
| Hong Kong | 60 | 205 |
| Iceland | 85 | 160 |
| India | 50 | 195 |
| Indonesia | 50 | 145 |
| Destination | Daily subsistence allowances in euros | Hotel ceiling in euros |
| Iran | 55 | 145 |
| Iraq | 60 | 85 |
| Israel | 105 | 210 |
| Jamaica | 60 | 170 |
| Japan | 130 | 275 |
| Jordan | 60 | 135 |
| Kazakhstan | 70 | 175 |
| Kenya | 60 | 165 |
| Kiribati | 60 | 145 |
| Kuwait | 85 | 195 |
| Kyrgyzstan | 75 | 180 |
| Laos | 50 | 145 |
| Lebanon | 70 | 190 |
| Lesotho | 50 | 100 |
| Liberia | 85 | 150 |
| Libya | 50 | 175 |
| Liechtenstein | 80 | 95 |
| Macao | 55 | 95 |
| Macedonia | 50 | 160 |
| Madagascar | 50 | 105 |
| Malaysia | 50 | 160 |
| Malawi | 50 | 165 |
| Maldives | 50 | 135 |
| Mali | 60 | 95 |
| Marshall Islands | 50 | 135 |
| Martinique | 70 | 110 |
| Mauritania | 50 | 75 |
| Mauritius | 60 | 140 |

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| | | |
|----------------------|--|-------------------------------|
| Mayotte | 50 | 110 |
| Mexico | 70 | 185 |
| Micronesia | 55 | 135 |
| Moldova | 80 | 170 |
| Monaco* | 72.58 | 97.27 |
| Mongolia | 70 | 90 |
| Montserrat | 55 | 140 |
| Morocco | 75 | 130 |
| Mozambique | 60 | 140 |
| Myanmar | 50 | 75 |
| Namibia | 50 | 85 |
| Nauru | 50 | 135 |
| Nepal | 50 | 135 |
| Netherlands Antilles | 90 | 185 |
| Destination | Daily subsistence allowances in euros | Hotel ceiling in euros |
| New Caledonia | 55 | 135 |
| New Zealand | 60 | 125 |
| Nicaragua | 50 | 135 |
| Niger | 50 | 75 |
| Nigeria | 50 | 185 |
| Niue | 50 | 135 |
| North Korea (P>D>R) | 50 | 180 |
| North Marianas | 70 | 135 |
| Norway | 80 | 140 |
| Oman | 70 | 135 |
| Pakistan | 50 | 130 |
| Palau | 50 | 135 |
| Panama | 50 | 160 |
| Papua New Guinea | 55 | 135 |
| Paraguay | 50 | 140 |
| Peru | 75 | 135 |
| Philippines | 60 | 150 |
| Puerto Rico | 65 | 140 |
| Qatar | 65 | 135 |
| Republic of Guinea | 50 | 135 |
| Réunion | 60 | 90 |
| Russia | 90 | 275 |
| Rwanda | 65 | 160 |
| Saint Lucia | 75 | 140 |

CEPOL – Laying Down the Mission Guidelines

| | | |
|----------------------------------|--|-------------------------------|
| Saint Vincent and the Grenadines | 75 | 190 |
| Samoa | 50 | 135 |
| San Marino* | 60.34 | 114.33 |
| São Tomé and Príncipe | 60 | 95 |
| Saudi Arabia | 85 | 195 |
| Senegal | 65 | 135 |
| Seychelles | 85 | 140 |
| Sierra Leone | 55 | 135 |
| Singapore | 75 | 150 |
| Solomon Islands | 50 | 120 |
| Somalia | 50 | 125 |
| South Africa | 50 | 145 |
| South Korea | 100 | 200 |
| Sri Lanka | 50 | 105 |
| St Kitts and Nevis | 85 | 185 |
| St Marteen | 90 | 185 |
| Sudan | 55 | 215 |
| Destination | Daily subsistence allowances in euros | Hotel ceiling in euros |
| Suriname | 55 | 125 |
| Swaziland | 50 | 90 |
| Switzerland | 80 | 140 |
| Syria | 80 | 145 |
| Taiwan | 55 | 200 |
| Tajikistan | 75 | 110 |
| Tanzania | 50 | 200 |
| Thailand | 60 | 145 |
| The Vatican* | 60.34 | 114.33 |
| Togo | 60 | 95 |
| Tokelau Islands | 50 | 135 |
| Tonga | 50 | 105 |
| Trinidad and Tobago | 60 | 115 |
| Tunisia | 60 | 85 |
| Turkey | 55 | 165 |
| Turkmenistan | 80 | 150 |
| Turks and Caicos Islands | 55 | 135 |
| Tuvalu | 50 | 135 |
| Uganda | 55 | 180 |
| Ukraine | 80 | 190 |

| | | |
|---|-----|-----|
| United Arab Emirates | 70 | 195 |
| United States of America (except New York) | 80 | 200 |
| United States of America (New York) | 100 | 275 |
| Uruguay | 55 | 160 |
| US virgin Islands | 55 | 140 |
| Uzbekistan | 75 | 155 |
| Vanuatu | 60 | 110 |
| Venezuela | 85 | 125 |
| Vietnam | 50 | 205 |
| Wallis and Futuna Islands | 50 | 135 |
| West Bank and Gaza | 60 | 110 |
| Yemen | 60 | 165 |
| Zambia | 50 | 135 |
| Zimbabwe | 50 | 115 |
| Other Countries | 60 | 145 |

* considered to be geographically part of:

- France: Monaco
- Italy: San Marino
- Italy: The Vatican
- Spain: Andorra

Annex 4

Travel Insurance

The number to call in case of emergency is:

Contact HELP DESK:

Tel: 00 32 32 53 69 16

Fax: 00 32 32 52 69 58

Email: interassistance@vab.be

You will need to provide the following information:

- contract number: AIG_EUROPE No 2.004.760;
- your forename and surname;
- the institution to which you belong;
- your location (country, city/town, address);
- a brief description of what has happened and your circumstances.

Every staff member on mission is covered by a general assistance contract concluded with VTB/VAB-AIG Europe.

Services offered

Sickness/accident cover

In the event of serious illness and/or accident, transportation to the nearest hospital;

Depending on your condition, repatriation to your place of employment or residence by an appropriate means of transport;

Reimbursement of the balance of any medical/hospitalisation expenses to be met by the insured person after reimbursement by the social security services and/or any other insurance/assurance scheme, up to a ceiling of €10 000;

Advances on the costs of transporting you to the nearest hospital which is most suitable in view of the geographical situation and your condition. Advances on health care and hospitalisation costs (€150 000);

Reimbursement of your subsistence expenses if immediate repatriation is not possible and of travel and subsistence expenses for a member of your family having to travel to be with you;

In the event of death, repatriation of your body from the hospital to a place chosen by your family, with an advance on expenses involved;

Sending out a doctor, if required, and sending any essential medication which cannot be procured on the spot, spectacles, contact lenses, prostheses, etc.

Assistance and reimbursement of the cost of returning home early in the event of:

the death of a family member or close colleague;

hospitalisation of a child under eighteen, your spouse or one of your parents;

a serious accident at your home or office;

riots, terrorism, natural disaster etc., including help to implement evacuation arrangements.

Assistance during travel

funds transferred in the event of the loss or theft of your wallet or credit cards. A complaint must be lodged at the nearest police station before this can be organised;

organising and sending replacement identity papers and/or credit cards, covering the associated costs up to €1 000 including taxes;

possibility of an advance of up to €5 000 to buy essential items if luggage/contents are lost, stolen or damaged (maximum per claim and per person);

reimbursement of costs and compensation of €10 000 including taxes if luggage and personal effects are lost, stolen or damaged (whether or not combined with a physical assault against the insured person) and in the event of damage following a natural disaster or other accident;

an advance of up to €25 000 to cover bail in the event of legal proceedings and up to €10 000 for lawyers' fees.