

**DECISION**  
**OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE**  
**20/2006/GB**  
**CONCERNING THE REIMBURSEMENT RULES**  
**FOR COURSES AND SEMINARS**

Adopted by the Governing Board  
on 10 May 2006

THE GOVERNING BOARD,

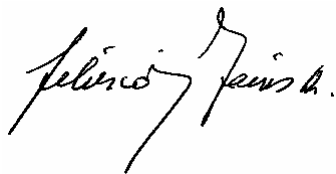
Having regard to the Council Decision 2005/681/JHA of 20 September 2005 establishing a European Police College (hereinafter referred to as "CEPOL"), and in particular Article 17 thereof;

HAS ADOPTED the reimbursement rules for courses and seminars in its meeting on 10 May 2006 as described in detail in Annex 1;

HAS DECIDED to forward the document to the National Contact Points once confirmation on the percentage rate (Article F:9) has been received from the European Commission.

Done at Vienna, 6 June 2006

*For the Governing Board*

A handwritten signature in black ink, appearing to read 'János Fehérváry', with a stylized flourish at the end.

*János Fehérváry  
Chair of the Governing Board*

**Annex 1 to the Decision of the Governing Board  
of CEPOL 20/2006/GB**

**REIMBURSEMENT RULES  
FOR COURSES AND SEMINARS**

*Introduction:*

*The Reimbursement Rules will be a part of the new CEPOL document regarding “Administrative Rules and Guidelines for CEPOL courses and Seminars”. This document will be presented to the Governing Board under the Finnish Presidency. Because of the urgent need for clarity for all Course Managers and the Secretariat the “Reimbursement Rules” were taken out of the above mentioned document and are brought forward to the Governing Board for adoption.*

*A draft paper with “Reimbursement Rules” was discussed in the Finance and Budget Committee meeting on 19<sup>th</sup> April 2006 in Traiskirchen.*

*The attached “Reimbursement Rules” were agreed by the Strategy Committee at its meeting on 25<sup>th</sup> April in Lognes.*

**F. Reimbursement Rules for CEPOL Courses and Seminars**

***General introduction***

A contract signed by the organiser of a CEPOL activity and the Director, responsible for the implementation of the budget, has to be concluded in advance of the implementation of the activity, including a draft budget.

In addition to the annual budget document the following rules are applicable in order to facilitate the reimbursement process.

***F:1 Costs for board and lodging for experts/lecturers/teachers***

*As a general rule, the courses and seminars is presumed to be arranged and accommodated at colleges or at a similar venue.*

Only in *exceptional* cases accommodation can be arranged at a *hotel*, and only after presenting a draft budget calculation and obtaining prior authorisation from the Secretariat.

***F:2 Costs for external experts/lecturers***

The sending college/organisation can claim for *salary compensation* or for *lecturing costs for experts/teachers/lecturers* not belonging to the National Police Colleges. \*/

\*/External experts/lecturers are defined as persons coming from outside the national police colleges/institutes

The compensation is paid on a *written request* to the *sending college/institute*.

The salary compensation can **not** be paid directly to the experts/lecturers.

“Free-lancers” are allowed to be paid directly. The payment will be done by Secretariat after approval by the Director.

The following guidelines are applicable (per hour) for lecturers/experts, to be paid to the sending organisation:

For police officers/experts	€20-30
For senior officers/senior experts	€30-40
For external experts/professors	€40-50
Exceptional cases **/	€50 and more

The total costs per day can only exceed €250 after approval by the Secretariat.

\*\*/ Involving experts after obtaining prior authorisation by the Secretariat.

### ***F:3 Travel Costs for trainers, teachers, experts etc***

Travel costs for economy and economy-flex tickets for teachers, experts and facilitators/moderators, are paid by the organising training institute/college and later reimbursed by CEPOL. *Business class* ticket will not be reimbursed (Reimbursement for business class will be done based on economy class fare.)

### ***F:4 Travel costs for participants***

*Travel costs for the participants are paid by the sending country or the sending organisation. Travel costs are not paid by CEPOL.*

### ***F:5 Costs for Accommodation and Meals for the Participants***

Costs for *accommodation* and *meals* for the participants are paid by the organiser and later reimbursed by CEPOL.

\*/ The budget calculation is based on *arrival* the day before the starting day and on *departure* late afternoon the last seminar day;  
A course/seminar day is calculated for 6-8 lessons including working groups, discussions, case studies etc.

### ***F:6 Costs for Preparatory Meetings***

The costs for *travel* (economy class) and *accommodation* for one person from each supporting college are covered by CEPOL to an *average cost of € 800*.

CEPOL also cover *the meeting costs* for the preparatory meeting; coffee, beverages and meeting room cost, if hotels are used.

### ***F:7 Costs for Interpretation***

For courses and seminars where interpretation is requested a specific calculation has to be presented.

Costs for the interpretation are reimbursed by CEPOL to a *maximum* of €1,500 for a full-time interpretation day (two languages).

The cost for *rental of technical equipment* for the interpretation is calculated to a maximum of €3.000 per course/seminar week.

### ***F:8 Other lesson costs***

Costs for lessons will be reimbursed by the CEPOL budget for following;

- *material* (lecture material, CD, booklet etc)
- *external meeting rooms* (when the venue is not a college)
- *coffee and beverages*,
- *rental of technical equipment (except translation equipment)*
- *translation* of document
- *domestic transport* for *study visits*

### ***F:9 Over-Head costs***

Costs for general Over-Head; *administration, extra personnel resources, stationery, printing*, and other similar costs will be reimbursed at a fixed rate of € 2.000 (equivalent to 10% of the average activity costs).

These costs will be reimbursed as a “lump sum” on request.

### ***F:10 Other running costs***

Costs for *domestic transport, gifts, sightseeing, social events*, extra costs for the *farewell dinner* etc. will be reimbursed based on an invoice and attached originals (or certified copies) to a maximum of:

- €2.000 for a course/seminar of 2-7 days
- €3.000 for courses/seminars of 8 days or more

(Exception to pay higher reimbursement can be approved by the Director).

### ***F:11 Advance Payment***

Maximum 75% of the estimated budget can be paid in advance after a *written request* by the organising training college/institute. The *draft budget* and an estimation of the *number of participants* should be attached the request.

If the number of participants is less than 50% or estimated to be less than 50% of the original calculated number of participants, the advance payment will be reduced to a maximum of 50% of the estimated budget.

***F:12 Reimbursement claims***

At the latest **6 weeks after** completion of the course/seminar the organising training institute has to forward a complete Financial Report to the Secretariat.

The claims should include:

- Original vouchers or certified copies
- A translation into English of all relevant “main words” of the claims, by using a specific template
- The Reimbursement Cover-Page

***F:13 Postponed and cancelled courses/seminars***

If a course/seminar is postponed or cancelled CEPOL cover the costs for the preparatory meeting, for prepaid tickets and similar costs for the participants, experts, teachers and for other costs for the preparation of the course/seminar.

***F:14 All claims should be forwarded to the organiser***

To ensure that the organising college is fully informed about costs and reimbursement claims all travel invoices should be forwarded to the organiser – not to the CEPOL Secretariat – and the organiser will then forward the invoices to the Secretariat together with the final financial report.