

DECISION 23/2008/GB
OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE
LAYING DOWN THE MISSION GUIDELINES

Adopted by the Governing Board
on 25 September 2008

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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) ⁽¹⁾, 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 ⁽²⁾ 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 7 April 2004 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 ⁽³⁾;

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.

HAS DECIDED AS FOLLOWS:

**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

⁽¹⁾ OJ L 256, 1.10.2005, p. 63.

⁽²⁾ 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).

⁽³⁾ Commission Decision C (2008) 4139 of 29.7.2008.

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 ⁽¹⁾.

*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.

*Article 5
Duty of the Accounting Officer*

It is the duty of the Accounting 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.

⁽¹⁾ Adopted by the Governing Board on 13.1.2006.
23/2008/GB (25.9.2008)

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 three 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 for 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 Accounting 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 Accounting Officer at least six weeks before the start of the mission.

3. The finalised programme and the 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 and after approval of the Authorising Officer, the Accounting Officer may grant an advance on application by the staff member going on mission. 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 account 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.

Reimbursement for the use of a car 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.
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 four hours continuous flying time or if the travel includes at least six hours flying time for all segments from the departure of the first segment until the arrival of the last segment or where there is a physical need recognised by the Medical Officer of the Institution;
 - c. in business-class, limited business class or equivalent, at the lowest available rates, where a ticket in economy class or equivalent is not available or when time flexibility is needed or when the difference between economy and business is less than 15% and the mission is necessary and cannot be changed, with the prior agreement of the Authorising Officer.

- d. a fully flexible ticket shall be booked if the times of the meetings and/or special features of the mission require flexibility.
2. Where the fare conditions require a weekend stay (Overnight/Sunday rule), additional daily allowances may be paid where cost-effective.

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.
4. Authorisation to travel first class or equivalent may be granted in exceptional circumstances by the authorising officer and in the following cases:
 - a. when the member of staff is accompanying a Member of the Governing Board or a member of staff of a body of the European Communities travelling first class;
 - b. when the journey is deemed "tiring" in accordance with paragraph (3) of this Article and business class is not available (fully booked or not on offer) and the mission is necessary and cannot be changed.
5. Authorising officers may authorise staff to travel by private plane. This may be reimbursed as follows:
 - a. where the total journey both ways is less than 800 km: the cost of the train fare in the appropriate class;
 - b. where the total journey both ways is over 800 km: the cost of a scheduled flight in the authorised class at the most competitive rate available.
 - c. Calculation of daily allowances must be based on actual travel time, provided this does not exceed the travel time on public transport.
 - d. If several persons travel together on the plane, only the owner of the plane is to receive travel expenses.

Staff authorised to use a private plane for personal reasons when on mission remain fully liable for any accidents to the plane or to third parties. Under no circumstances will CEPOL accept liability.

6. 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.

7. Airport taxes are also to be reimbursed with no need for supporting documents.
8. Requests for exceptions to the above general rules must be approved in advance by the Authorising Officer and sent before departure to the Accounting Officer, who will send them on to the Secretarial Support Unit.

Article 21

Travel by car for professional reasons

1. The use of a car is authorised where this improves cost effectiveness or is necessary for professional reasons and particularly where the vehicle is shared by a number of colleagues.
2. 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. The Director may request the service of the Driver for any travel by car for professional reasons.
3. 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 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.

4. Where the use of an official car or a hired car would not provide a satisfactory solution, the authorising officer may authorise staff to use their own car. In such cases, they will be reimbursed on the basis of the kilometre allowance in use (currently fixed at €0.22 per kilometre).
5. Other expenses, e.g. way tolls, parking, ferry crossings, etc. can also be reimbursed on presentation of the corresponding supporting documents.
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 to UK airports (London Heathrow, London Gatwick and Southampton) and stations (Winchfield and Blackwater) will be paid by CEPOL.

2. In the case of early departures (before 08.00 by rail and 09:00 by air) and/or late returns (after 20:00 by air and 21:00 by rail), transfer to or from airports or stations to the place of employment, including parking at the place of employment, and at the place of mission may be reimbursed as follows:
 - a. without special authorisation up to €70 each way. The use of a taxi from home to the nearest shuttle bus stop may be an effective solution.
 - b. following a duly substantiated application approved by the Authorising Officer, if the taxi/parking takes the place of public transport and considerably shortens the duration of the mission and hence reduces the cost.
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.

4. If a staff member has not been able to cancel unused tickets, a special justification countersigned by the Authorising Officer must be given to the Accounting Officer.

CHAPTER 5 DAILY SUBSISTENCE ALLOWANCES

Article 26

Rates

The daily subsistence allowances for the Member States are given in Article 14 of Annex VII of the Staff Regulations of Officials of the European Communities. The allowances for countries/places outside the European territory of the Member States are subject to a decision of the Appointing Authority.

Article 27

Calculation

Daily subsistence allowances are to be calculated as follows:

- a. six hours or less:
reimbursement of actual expenses on production of supporting documents;
- 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. more than twenty-four hours but not more than thirty-six hours:
one and a half times the daily allowance;
- e. more than thirty-six hours but not more than forty-eight hours:
twice the daily allowance;
- f. more than forty-eight hours but not more than sixty hours:
two and a half times the daily allowance;

and so on.

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, local travel, the cost of private telecommunications and all other sundries.

2. 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.
3. Where no hotel bill is produced or where the staff member has to leave their place of employment before 07.00 or return to it after 24.00, a standard rate of 35% of the maximum hotel allowance is paid except where a staff member on mission has incurred sleeper costs or cabin supplements that are eligible for reimbursement or where accommodation has been provided.

*Article 29
Exceptions*

Additional reimbursements may be made on submission of a duly substantiated application approved by the authorising officer and accompanied by supporting documents where the total justifiable expenses exceed that part of the allowance intended to cover sundries (25%), for example:

- a. the costs of communications (e.g. telephone, mobile phone, etc.) incurred for official purposes and approved by the authorising officer; itemised telephone bills with numbers and names of contact persons to be submitted identifying the official communications;
- b. other exceptional expenditure necessarily incurred in response to special instructions or on account of force majeure or in the interests of the service.

*Article 30
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 31
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 32
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 33
General rules

1. Individual staff members going on mission may book their own accommodation, either directly or 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 34

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 35

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 36

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 37

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 38
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. For calculating mission length, 30 minutes are automatically added to the departure and arrival times for journeys by train and three hours before take-off from London Heathrow and London Gatwick, two and a half hours before take off from Southampton and 2 hours after landing for journeys by air.

Article 39
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.

Article 40
Notional timetables

If the duration of the journey is extended for personal reasons, substitute times (notional timetables) will be applied automatically. The notional timetables will be calculated on the basis of the most appropriate and most cost-effective means of transportation.

Article 41
12-hours-rule

In the case of a one-day mission, the duration of the mission should not, in principle, exceed 12 hours; 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. Where appropriate the member of staff is entitled to stay overnight at the place of mission or to start the work at the office later or to finish earlier following written authorisation of the Authorising Officer.

CHAPTER 8
CHANGES TO A MISSION

Article 42
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 and incurs payment of supplementary daily allowances, this should be indicated on the statement of expenses, which must be signed by the Authorising Officer.

Article 43
Interruption

If a mission is interrupted by a weekend or non-working days and the member of staff returns to the place of employment:

- a. in the interests of the service: travel expenses will be reimbursed;
- b. for personal reasons: travel expenses will be reimbursed or the daily subsistence allowance paid, whichever arrangement is more cost-effective.

Article 44
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 45
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 Accounting Officer marked “CANCELLED”.

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

Article 46
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 47
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 48

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 49

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 50

Signature

Staff returning from missions must submit a statement of expenses. The form must be signed by the immediate superior unless 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. In such cases, the statement of expenses must also be signed by the authorising officer. The statement must be sent immediately to the Accounting Officer.

Article 51

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 52

Specifications

1. Statements of expenses should be completed carefully and correctly. All 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 53 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. Private gifts up to a value of €30 can be kept by the staff member. In other cases the authorising officer shall take a decision.

CHAPTER 12 THEFT/ASSAULT WHILE ON MISSION

Article 54 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 55 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 56 Entry into force

These rules shall enter into force on the day of its adoption and shall apply as of 1 October 2008.

Done at Paris, 25 September 2008

*For the Governing Board
Emile Pérez
Chair of the Governing Board*

BEFORE DEPARTURE

TRAVEL ORDER SIGNED BY
AUTHORISING OFFICER OR IMMEDIATE
SUPERIOR

<p><u>Travel Order</u> Original to be sent before departure to the Accounting Officer</p>	<p><u>Travel components</u> To be ordered from the Secretarial Support Unit</p>
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ON RETURN

STATEMENT OF EXPENSES
SIGNED BY IMMEDIATE
SUPERIOR AND SUBMITTED TO THE
RELEVANT INITIATING OFFICER WHO
WILL PREPARE THE PAYMENT ORDER

To be sent to the Accounting
Officer accompanied by:
- all tickets used;
- 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, SIGNED BY THE AUTHORISING OFFICER.**

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

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