

The Hague,	16/12/2019
EDOC#	1070083

Decision of the Executive Director on the financial contribution to travel and accommodation expenses for candidates attending selection procedures and pre-employment medical examinations

General provisions

Article 1

This Decision is based on Conclusion 277/17 of the Heads of Administration¹. It regulates the financial contribution to expenses incurred by candidates attending selection procedures at Europol or attending an assessment centre mandated by Europol² (hereafter the 'selection procedures') and to expenses incurred by selected candidates travelling to attend pre-employment medical examinations, as instructed by Europol.

The present Decision does not apply to expenses incurred by Europol staff members participating in Europol selection procedures, with the exception of expenses incurred by Europol staff members attending an assessment centre as part of such selection procedures.

Any references in this Decision to 'recruitment venue' shall be taken to mean The Hague and/or the place of the assessment centre attended, for the purpose of a selection procedure.

Travel for participation in a selection procedure

Article 2

Europol shall grant candidates a flat-rate allowance as contribution to their travel-related expenses calculated on the basis of the distance (one-way) between the current place of residence indicated on the application form and the recruitment venue.

If candidates temporarily reside at another address, Europol may address the invitation to the selection procedures to that temporary address which shall serve as a base for the calculation of the contribution to the travel-related expenses.

In cases where the place of residence is different from the current place of employment of the candidate, or in case of dispute over the address to consider for the calculation of the contribution, the shortest distance calculated by Europol, shall be taken into account for the calculation of the financial contribution.

¹ This Conclusion was approved by the Heads of Administration on 24 November 2017 and is considered adopted by Europol as of its publication in the *Vademecum*.

² Applicable to middle management staff.

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Article 3

No contribution to travel expenses shall be granted where the distance between the current place of residence and the recruitment venue is less than or equal to 100 km.

The flat-rate allowance where the distance is beyond 100 km shall be established in accordance with the following table:

Geographical distance ³ between the place of residence and the recruitment venue (in km)	Flat-rate contribution for a full return trip (in EUR)
101 - 200 km	50
201 - 500 km	250
501 - 1000 km	350
1001 - 2000 km	400
2001 - 3000 km	450
> 3001 km	500

The same principle for the calculation of the financial contribution shall apply in cases when the current place of residence of the candidate is outside of the territory of the EU.

Travel to attend the pre-employment medical examination

Article 4

Europol shall reimburse the actual travel-related expenses of selected candidates following a selection procedure, who travel upon Europol's request to undergo the obligatory pre-employment medical examination in the framework of a recruitment process⁴.

In this case, the trip must be made by means of the most economical conditions (2nd class on a train, economy class on a plane).

Where those conditions are not respected or where other means of transport are used (including car), the flat rate contribution foreseen in Article 3 shall apply. However, where the place of residence of the selected candidate/place of current employment is situated outside the European Union, the contribution to the travel expenses is taken into account only as from the capital city of the Member State of the European Union closest to the said place.

Accommodation

Article 5

Contribution towards accommodation expenses is foreseen for candidates whose current place of residence/current place of employment is located more than 100 km away from the recruitment venue (one way) and who had to stay overnight (one or more nights) at the place of the recruitment venue.

³ Calculation done in accordance with <https://www.distancefromto.net/> for the one-way travel.

⁴ Pursuant to the provisions of Articles 12(2)d and 13 or 82(3)d and 83 of the Conditions of Employment of Other Servants of the European Union.

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In this case, a flat-rate allowance towards accommodation expenses of EUR 100 per night shall be paid. The amount of the flat-rate allowance for accommodation expenses shall in no way exceed EUR 300.

Where the different parts of the selection procedures are spread across two consecutive days or separated by maximum 3 days, obliging the candidate to stay overnight (one or more nights), the flat-rate allowance foreseen in the previous paragraph shall be granted within the limits of the ceiling provided for in the same paragraph. If the candidate decides to travel twice or if the tests are organised with an interval of more than 3 days, Europol shall not contribute to any accommodation expenses and the contribution to the travel-related expenses as calculated in accordance with Article 3, shall be doubled.

For expenses arising from accommodation required in connection to pre-employment medical examinations, Europol shall reimburse the actual expenses incurred only where travel for this purpose could not have been arranged in such a way so as to avoid one or more overnight stays.

Rules on administration of contribution

Article 6

In order to benefit from the contribution by Europol, candidates must submit with their request the following supporting documents:

- a) Reimbursement form in Annex A (duly completed and signed);
- b) Legal Entity Form and Financial Identification Form (duly completed and signed);
- c) Proof of travel and accommodation (invoice/receipt/ticket/e-ticket/booking confirmation/electronic or scanned boarding pass);
- d) Receipts for petrol or toll fees⁵ for travel by private car (receipts from the starting destination will not be accepted as proof of travel).

All documents must be provided complete and in legible scanned format by e-mail to C22@europol.europa.eu within three months from the end of the required presence at the selection procedure or pre-employment medical examination. Incomplete documents, or documents received after three months, shall not be processed.

A candidate who was unable to attend the selection procedures or pre-employment medical examination on the agreed date(s) due to reasons attributed to Europol or to force majeure, may still submit a request for reimbursement. The candidate shall provide relevant proof in the case of force majeure.

In case travel arrangements change due to personal reasons of a candidate, any related expenses, such as the expense for the cancelled travel or accommodation shall be borne by the candidate.

Any provision of false statements shall lead to the non-reimbursement by Europol of the expenses incurred in relation to the selection procedure or pre-employment medical examination, or to the recovery of the expenses already reimbursed. If deemed necessary, Europol may take further action.

⁵ Receipts for petrol or other proof of expenses incurred during travel by private car such as motorway tolls or parking fees shall only serve as a proof of travel and shall not be separately reimbursed.

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Amounts due under the above rules shall be paid by bank transfer in euros. Europol and the candidate shall each bear the costs charged by their financial institution in relation to such transfer.

Candidates with special needs

Article 7

By justified request of each candidate concerned, Europol may, in addition to the rules above, reimburse candidates with special needs for actual additional expenses directly related to their circumstances and not foreseen elsewhere in this Decision. For each of those cases, the trip of the concerned candidates and, where appropriate, of the persons accompanying them, shall be made by means of the most economical conditions, taking into account the specific needs of such candidates.

To obtain prior approval to claim reimbursement of actual additional expenses incurred, those candidates shall inform Europol of the existence of special needs, without providing any medical data, at the time of receipt of the invitation to attend the selection procedures or pre-employment medical examination. Europol shall ask the candidates concerned to send any medical data to the company doctor for the assessment of those needs. Each request shall be considered by Europol on case-by-case basis.

Final provisions

Article 8

The candidates are insured during the duration of their trip and their stay against risks of accident.

This Decision shall enter into force on the day following its publication in the *Vademecum*.

Done at The Hague on 16 December 2019

Signed by

Catherine De Bolle
Executive Director