

Rules for reimbursement of expenses for candidates invited to a Europol selection procedure

Travel related expenses incurred by the candidate in order to travel to and from his/her place of residence (home) or other place of departure, to take part in a selection procedure organized by Europol shall be reimbursed. The place of residence from which the travel costs are reimbursed shall be specified by the candidate in the application form. Should the place of residence differ from the place of departure, the shortest and most economical way to the selection procedure at Europol shall be reimbursed (for further details, please contact Selection and Recruitment Team).

Europol does not grant daily subsistence allowances.

Travel:

Please note that the candidates are responsible for their own travel arrangements.

The selection procedure is, under normal circumstances, scheduled for two days. The written test conducted on the first day and the interview on the following day. The travel arrangements by candidates shall be made accordingly. The candidate would normally arrive the day prior to the written test and depart on the day of the interview. It is advised to book the return ticket for the evening, making sure you have sufficient time after the interview to get to the airport. In case the selection procedure is organised for a different number of days, the travel arrangements shall be made accordingly. Selection and Recruitment Team will inform the candidates on the exact dates of the selection procedure.

Travel expenses shall be reimbursed upon submission of relevant tickets/receipts as follows:

1. For candidates travelling by rail, travel costs will be reimbursed on the basis of the shortest and most economical way in second-class fare;
2. For candidates travelling by air, travel costs will be reimbursed on the basis of the most economical fare tariff. In case the candidate travels by budget airlines (RyanAir, EasyJet, Transavia, etc.) the costs of one check-in luggage will also be reimbursed. No excess baggage charges will be reimbursed;
3. The following public transportation costs within The Netherlands will be reimbursed
 - second-class rail fare from Schiphol to The Hague and back;
 - tram tickets used in connection with the selection procedure (including day passes).
4. If the candidate chooses to travel by private car, Selection and Recruitment Team should be informed in advance. Reimbursement is made on the basis of gas invoice submitted. The total cost of travel by car including road tolls, cannot exceed the maximum cost of a 2nd class rail fare. Parking expenses will be reimbursed upon providing receipts and/or parking tickets. For road tolls, originals of the tickets need to be submitted.

The cost of rental cars or car insurance costs will not be covered.

5. Taxi will only be reimbursed in exceptional circumstances on production of relevant original receipt. These may include transfers to/from airports or train/bus stations where public transportation is not a suitable alternative (i.e. for safety reasons, very early or late arrival/departure – before 7.00 a.m. or after 23.00 p.m.), in case of an accident and/or a strike affecting public transportation. Please contact Selection and Recruitment Team for further details.

Any financial contribution from a third party in connection with the travel arrangements should be declared to Europol. Such contributions will be deducted from the reimbursement to which the candidate would otherwise be entitled.

Accommodation:

Accommodation arrangements should only be made by Europol.

The cost of any accommodation arrangements which are made directly by the candidate will not be reimbursed (for further details, please contact Selection and Recruitment Team).

Please fill in, sign and send back the scanned REGISTRATION FORM to Selection and Recruitment Team.

Under normal circumstances, Europol arranges a hotel reservation, including breakfast, for maximum **two nights**. In exceptional circumstances (i.e. no flight/train availability on the day of the interview, substantial difference in travel fare etc.) Europol may reimburse an additional night. In this instance, the candidate must provide Selection and Recruitment Team with a written justification. The claim needs to be supported by evidence such as print screens, showing the difference in prices. If the evidence provided is not found substantial to warrant an additional night, any stay in the hotel over two days will be charged to the candidate.

Reimbursement process:

The following documents should be submitted to initiate the reimbursement process:

- Signed and dated LEGAL ENTITY FORM (please attach a copy of your passport or ID);
- Signed and dated FINANCIAL IDENTIFICATION FORM. The form should also bear the bank's stamp and a signature of the bank representative. In case you cannot arrange the stamp and the signature by the bank, please attach a recent bank statement.
- Signed and dated REIMBURSEMENT FORM
- Signed and dated FORM certifying that your return tickets will be/have been used (please attach an evidence of your travel e.g. flight reservation, train and tram tickets, boarding passes, etc.). After you have returned to your place of residence, send originals or scanned copies of your return tickets back to Selection and Recruitment Team.