

Rules on contribution of expenses for candidates invited to attend a selection procedure or medical examination

I. Travel

The European Centre for Disease Prevention and Control (ECDC) will cover the costs of travel expenses of candidates from the place of residence to Stockholm, Sweden.

Air tickets:

1. ECDC can issue pre-paid return tickets at the most economical rate available at time of booking. Itineraries will be based on the interview / medical exam schedule.
2. Own travel arrangements may be made in which case the cost for an economy return airfare will be reimbursed up to the price quotation by the ECDC travel agency. Own travel arrangements must be communicated to ECDC in advance, for approval, before any ticket is purchased.
3. Requests for tickets with deviations in route or time may be approved where no additional cost to ECDC is involved.

Train tickets:

ECDC can issue pre-paid - return train tickets, if requested.

In case of self-arranged travel, a first class return ticket may be reimbursable when booked in line with our Missions & Meetings Group's guidance and stays within the approved budget limits.

Travel by car:

Use of private car requires prior approval from ECDC. Reimbursement will be granted up to the price quotation communicated by ECDC, calculated on a per km basis. No other costs will be taken into account (e.g. car parking, tolls).

Other means of transportation:

A decision regarding reimbursement of expenses for other means of transportation not covered in the above-mentioned points, for example travel by boat, will be made on a case-by-case basis.

II. Accommodation

ECDC will cover the hotel accommodation costs for candidates attending an interview or pre-employment medical examination.

1. ECDC will book and pay directly the cost of the hotel accommodation at a hotel selected by the Centre. Other extra hotel expenses e.g. telephone charges, pay TV, mini-bar, etc. should be settled by the participant directly upon check-out.
2. Accommodation expenses not prepaid by ECDC will be reimbursed against invoice, up to the price quotation communicated by ECDC and in accordance with the interview / medical exam schedule.
3. ECDC may reimburse hotel accommodation due to flight cancellation (if not provided for by the airline) or under other exceptional circumstances if duly justified by supporting documents.
4. Accommodation is provided or reimbursed only to participants who are resident 100km or more from ECDC.

III. Submission of Reimbursement Application

A Reimbursement Application form must be properly filled-in, signed and sent to ECDC together with the following documents:

1. Financial Identification and Legal Entities forms for first reimbursement application submitted to ECDC or if bank account details provided previously have changed.
2. Invoice showing the airfare/train ticket and class or a copy of the return airfare/train ticket when the ticket is not prepaid by ECDC¹.
3. Original hotel invoice when accommodation is not prepaid by ECDC.

All reimbursements will be done through bank transfer in EUR. Reimbursement applications together with the required documentation must be submitted within 30 days counting from the last meeting day to:
Recruitment.Travel@ecdc.europa.eu

Reimbursement applications received after the deadline will not be reimbursed.

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Director, ECDC

¹ For travel by car a statement must be provided indicating the exact route (e.g excerpt from Google maps), which must be the fastest one available, and the number of kilometres or kilometre log.