



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

I. Travel

Airtickets:

1. ECDC can issue pre-paid return tickets at most economical rate. Itineraries will consider the medical /interview 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 provided by the ECDC travel agency. Own travel arrangements must be communicated to the 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 ticket:

First class return ticket is reimbursable.

Travel by car:

Use of private car requires prior approval from ECDC. Reimbursement will be granted at a rate of €0.22 per Km and no other costs will be taken into account (e.g. car parking, tolls).

II. Accommodation

1. ECDC will book and pay directly the cost of the hotel accommodation. Other extra hotel expenses e.g. telephones, 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 and up to a ceiling of €180 per night and in accordance with interview schedule.
3. ECDC may reimburse hotel accommodation due to flight cancellation (if not provided for by the Airline) or under other exceptional circumstances.
4. Hotel allowance will be paid only to interviewees who are resident 150 km 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 in previous document have changed.
2. When the ticket is not prepaid by ECDC invoice showing the airfare and ticket class or a copy of the return airticket.
3. Original hotel invoice when accommodation is not prepaid by ECDC.

All reimbursements will be done through bank transfer. Reimbursement applications together with the required documentation must be submitted within 90 days counting from the last day of meeting to:

ECDC, SE-171 83 Stockholm, Sweden
Attn: Reimbursement Office.

Reimbursement Applications received later will not be reimbursed.



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