

LONG DISTANCE FLEET ADVISORY COUNCIL

RULES APPLICABLE FOR THE LONG DISTANCE ADVISORY COUNCIL IN THE REFUND OF TRAVEL EXPENSES AND SUBSISTENCE OF THE MEMBERS OF THE EXECUTIVE COMMITTEE, OF THE GENERAL ASSEMBLY AND OF THE WORKING GROUPS

Requirements for the reimbursement:

- Having paid your annual contribution to the LDAC Secretariat.
- Being member of the Working Group in which you have participated.
- Being member of the Executive Committee, the General Assembly or Chairman of a Working Group for their participation in the respective meeting.
- Sending the request for reimbursement to the Secretariat, with the supporting documents (boarding passes and invoice of flight/ train...) **one month after the date of the meeting at the latest.**

NOTE: Only one person by organization will be reimbursed per meeting.

Travel expenses:

- The itinerary must be the shortest and the most economical (economy class) one. By train, first class fare will be admitted.
- If the distance from the place of work or residence to the meeting venue is more than 400 Km, shipping or aircraft shall be reimbursed at **economy class**.
- **A limitation of 1,200 euros per ticket is established, which may be revised in exceptional cases for justified reasons.**
- The car expenses (private vehicle) will be reimbursed by 0.22 euros / km.
- If two or more persons use the same car, a refund shall be made only to the person who owns the car, to 150%.
- Taxi fares will not be reimbursed. (Following the European Commission rules).
- Reimbursement of travel expenses depend on the cost of each ticket / participant and the budget availability.

Subsistence expenses:

- A daily subsistence allowance of **113 €** will be allocated for each day of meeting; this amount should cover all expenses (meals, local travel...) of the Executive Committee, General Assembly or Working Group member.
- According to the Commission's rules, if a meal is provided to a member of the Executive Committee, General Assembly or Working Group the daily allowance is reduced by 30% for each meal provided.
- Hotel expenses shall be reimbursed upon presentation of the invoice (consisting of the room rate, service and taxes, except for breakfast) within the limit established for each country in Annex I. If the hotel bill is not presented, the member of the Executive Committee, General Assembly or Working Group shall receive a lump sum of 100 euros per night.
- The maximum number of nights may not exceed the number of meeting days +1, and always depending on the budget availability.
- If the distance between the meeting location and the participant address is less than or equal to 100 km, the daily and accommodation allowances will not be allocated.

YOU ARE ENCOURAGED TO BRING TO THE MEETING YOUR TRAVEL TICKETS (ELECTRONIC TICKET AND BOARDING PASSES) AS WELL AS THE FORM THAT SHOULD BE COMPLETED WITH YOUR PERSONAL DETAILS.

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EXPERTS INVITED BY THE LDAC SECRETARIAT, WILL BE SUBJECT TO THESE RULES FOR THEIR REIMBURSEMENT.

ANNEX I

Destination	Hotel ceiling
Belgium	148
Bulgaria	135
Czech Republic	124
Denmark	173
Germany	128
Estonia	105
Ireland	159
Greece	112
Spain	128
France	180
Croatia	110
Italy	148
Cyprus	140
Latvia	116
Lithuania	117
Luxembourg	148
Hungary	120
Malta	138



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Netherlands	166
Austria	132
Poland	116
Portugal	101
Romania	136
Slovenia	117
Slovak Republic	100
Finland	142
Sweden	187
United Kingdom	209