TERMS OF REFERENCE
REIMBURSEMENT OF EXPENSES INCURRED
BY INVITED SPEAKERS

Terms of engagement

You have been invited to speak at an event organised by the European Central Bank (ECB). The details are provided in the invitation letter. The ECB will bear your travel and accommodation expenses in line with the following rules. You are advised to review this document carefully prior to making your travel plans in order to ensure the correct reimbursement for your claim.

1. Travel costs

The ECB reimburses return travel between the place of residence and the venue in accordance with the following rules, unless the costs are paid by another source. Please notify the ECB if a third party reimburses any expenses.

1.1 Travel by rail

The ECB reimburses first-class rail travel, including, where necessary, any surcharges for using special trains (ICE, IC, EC, etc.) on the basis of the most convenient and fastest route. You should take advantage of early booking fares, as this is cheaper than purchasing tickets closer to departure.

1.2 Travel by air

Air travel is in principle only reimbursed if the alternative journey by rail would exceed four hours per day. The ECB reimburses the “best purchase price” (tickets bought 21 days ahead of travel are usually substantially cheaper than those bought closer to departure) for the flexible economy/business [business class only for overseas flights] class return tickets for a direct flight. Please note that you may not receive any financial or other personal benefits as a result of being downgraded.

1.3 Travel by car

For travel by private car (car rental is not reimbursed), between the place of residence and meeting venue and back, the ECB reimburses a mileage fee of €0.40 per kilometre (calculated using
www.viamichelin.de for the most direct route). This payment covers all expenses (including parking) relating to the use of the car.

The ECB is not liable for any damage, injury or loss arising from the trip. Furthermore, the ECB declines liability for any costs arising as a result of alleged or actual offences committed in breach of road traffic laws and regulations.

1.4 Incidental transport

Other means of transport used, such as taxis to/from the airport/railway station and between the hotel and the ECB, as well as fares paid for travel on public transport, will be reimbursed. You are encouraged to use trains and buses rather than taxis. Taxi bills can only be reimbursed if they show the date and the point of collection and destination.

2. Hotel accommodation costs

The ECB reimburses up to 225 € maximum for a hotel room (single occupancy with en suite bathroom and breakfast) for the minimum number of nights required to attend the event. Additional sundry expenses, e.g. mini-bar, telephone calls, internet use, laundry, or any other service offered by the hotel, are not reimbursed.

The ECB negotiates discounted rates with hotels. You should pay for your hotel room and include the receipt in your expense claim. A list of hotels that offer special rates to the ECB’s guests is enclosed. Please contact the ECB if you need assistance in arranging your accommodation.

3. Meals

Refreshments and meals will usually be provided during the meeting. For events lasting two days, if lunch or dinner is not provided by the ECB, you may claim up to a maximum of €15 for lunch and €30 for dinner for the two days, provided that receipts are provided.

4. Miscellaneous - visas/missed flights

Should you require a visa to travel, you must notify the ECB in advance regarding the fees involved and you should allow sufficient time to apply to the relevant embassy for the visa. The ECB will not reimburse “express” service fees without prior agreement.

Please note that it is your responsibility to obtain the necessary visa(s) where they are required for travel to certain countries. The ECB will not be responsible for the costs incurred if you fail to investigate visa requirements and are unable to travel as a result.

Should you fail to catch your flight through no fault of the airline and consequently miss the engagement you will not be reimbursed for any travel expenses incurred.
5. **Reimbursement of conference fees**

If you have been invited by the ECB to participate in an external conference, the ECB will reimburse the conference fees.

6. **Reimbursement procedure**

6.1 **Settlement of expenses**

Please pay your travel and accommodation expenses; you will be reimbursed subsequently by the ECB.

Please submit a claim (or use the recommended claim layout provided), attach the original invoices/receipts (e.g. boarding passes, train tickets, hotel invoices, etc.) and return them to the ECB – Accounting Division within three weeks of your engagement at the ECB.

The claim and attachments should clearly show the nature of the expenses, the date of incurrence and the amount claimed. Credit card slips are not accepted. Expenses that are not supported by an invoice or receipt are, in principle, not reimbursed. Please indicate on the claim form your preferred means of reimbursement, i.e. bank transfer or cheque.

6.2 **Shared invoices**

Where invoices/receipts presented for reimbursement cover persons accompanying you, the amount reimbursed per person is the total amount of the invoice divided by the number of persons sharing the invoice. By way of exception, in this case, the ECB may accept copies of a shared invoice.

6.3 **Exchange rates**

Claims will only be accepted in one currency, preferably in euro. Claims in other currencies will be paid at the equivalent of the euro amount. When converting euro amounts into a foreign currency, the ECB applies the exchange rate in force on the first day of service for the ECB. When reconverting the euro amount into the foreign currency requested by the claimant, the ECB uses the euro foreign exchange reference rate.

6.4 **Missing invoices**

If, exceptionally, it is not possible to obtain an invoice, or if the original invoice has been lost, you must submit a signed personal declaration to that effect. On receipt of this declaration, the ECB decides whether or not to reimburse these expenses.

6.5 **Reimbursement by third parties**

The ECB reimburses only expenses that are not covered by a third party. If a third party reimburses any expenses, the ECB should be notified.