



**European Committee
of the Regions**

**Bureau Regulation No 3914
of 19 November 2024**

**on the reimbursement of travel expenses and the payment of allowances to members, alternates
and other persons participating in the activities of the European Committee of the Regions**

THE BUREAU OF THE EUROPEAN COMMITTEE OF THE REGIONS,

Having regard to the Treaty on the Functioning of the European Union¹ ('Treaty'), and in particular Articles 305, 306 and 307 thereof,

Having regard to Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union (recast)² ('Financial Regulation'), and in particular Articles 238 and 240 thereof,

Having regard to the Rules of Procedure of the European Committee of the Regions³ ('Rules of Procedure'), and in particular Rules 6, 37, 39, 40, 43, 62, 64, 71, 75, 82, 83 and 85 thereof,

Having regard to Regulation No 12/2007 of the Bureau of the European Committee of the Regions of 17 December 2007 on the financing of the travel and subsistence expenses of journalists invited to attend the activities of the Committee of the Regions ('Bureau Regulation No 12/2007'),

Having regard to Regulation No 8/2017 of the Bureau of the European Committee of the Regions of 9 October 2017 on the reimbursement of travel expenses and the payment of flat-rate travel and meeting allowances for members and alternates of the European Committee of the Regions ('Bureau Regulation No 8/2017'), as amended⁴,

Having regard to Regulation No 9/2017 of the Bureau of the European Committee of the Regions of 29 November 2017 on the reimbursement of travel expenses and payment of flat-rate subsistence

¹ [OJ C 202](#), 7.6.2016, p. 47.

² OJ L, 2024/2509, 26.9.2024, ELI: <http://data.europa.eu/eli/reg/2024/2509/oj>.

³ [OJ L 2024/2142](#), 14.08.2024, p. 1, ELI: http://data.europa.eu/eli/proc_rules/2024/2142/oj.

⁴ Regulation No 20/2020 of the Bureau of the European Committee of the Regions of 9 October 2020 amending Regulation No 8/2017 of 9 October 2017 on the reimbursement of travel expenses and the payment of flat-rate travel and meeting allowances for members and alternates of the European Committee of the Regions and Regulation No 2/2018 on the reimbursement of transport expenses and the payment of flat-rate travel and meeting allowances for rapporteurs' experts and speakers who participate in the activities of the European Committee of the Regions ('Regulation No 20/2020').

allowances for third parties participating in the activities of the European Committee of the Regions ('Bureau Regulation No 9/2017'),

Having regard to Regulation No 2/2018 of the Bureau of the European Committee of the Regions of 30 January 2018 on the reimbursement of transport expenses and the payment of flat-rate travel and meeting allowances for rapporteurs' experts and speakers who participate in the activities of the European Committee of the Regions ('Bureau Regulation No 2/2018'), as amended⁵,

Having regard to Regulation No 5/2018 of the Bureau of the European Committee of the Regions of 8 October 2018 on meetings and activities of the members of the European Committee of the Regions,

Having regard to Regulation No 5/2023 of the Bureau of the European Committee of the Regions of 4 July 2023 repealing and replacing Regulation No 3/2021 of the Bureau of the European Committee of the Regions of 2 February 2021 on the payment of a flat-rate remote meeting allowance for members and duly mandated alternates of the European Committee of the Regions and rapporteurs' experts and speakers invited to attend remote or hybrid remote meetings ('Bureau Regulation No 5/2023'),

Having regard to Bureau Decision No 440/2024 of 30 January 2024 on the annual adjustment of allowances payable to persons participating in the activities of the European Committee of the Regions ('Bureau Decision No 440/2024'),

Having regard to Bureau Decision No 7/2021 of 2 February 2021 on the internal financial rules for implementing the Committee of the Regions section of the general budget of the European Union as amended⁶,

Having regard to Decision No 204/2018 of the Secretary-General of the European Committee of the Regions of 28 November 2018 on the implementing provisions for Regulations No 8/2017, No 9/2017 and No 2/2018 of the European Committee of the Regions ('SG Decision No 204/2018'), as amended⁷,

Whereas:

- (1) The European Committee of the Regions ('the Committee') (co-)organises activities to fulfil the mission entrusted upon it by the Treaty, including by enabling its members and alternates to perform the duties for which they were appointed by the Council of the European Union;

⁵ Regulation No 20/2020 of the Bureau of the European Committee of the Regions of 9 October 2020 amending Regulation No 8/2017 of 9 October 2017 on the reimbursement of travel expenses and the payment of flat-rate travel and meeting allowances for members and alternates of the European Committee of the Regions and Regulation No 2/2018 on the reimbursement of transport expenses and the payment of flat-rate travel and meeting allowances for rapporteurs' experts and speakers who participate in the activities of the European Committee of the Regions ('Regulation No 20/2020').

⁶ Decision No 21/2022 of 28 June 2022 amending Decision No 7/2021 of the Bureau of the European Committee of the Regions of 2 February 2021 on the internal financial rules for implementing the Committee of the Regions section of the general budget of the European Union.

⁷ Decision No 147/2020 of the Secretary-General of the European Committee of the Regions of 23 October 2020 amending Decision No 204/2018 of 28 November 2018 on the implementing provisions for Regulations No 8/2017, No 9/2017 and No 2/2018 of the European Committee of the Regions ('Decision No 147/2020').

- (2) These activities, attended by a variety of participants, provide unique opportunities to involve regional and local authorities as well as relevant partners, stakeholders and experts in the Union's decision-making process;
- (3) It is appropriate to lay down general rules governing the provisions to the aforementioned participants of financial support aimed at enabling them to attend and to contribute to the Committee's activities;
- (4) It is opportune to update and rationalise the specific rules currently in effect concerning each category of such participants, and to consolidate them into a single act;
- (5) When approving the attendance of a participant at an eligible activity, the Authorising Officers by delegation and sub-delegation should remain attentive to the Committee's interests and financial obligations as well as the relevant budgetary resources allocated;
- (6) Bureau Regulations No 12/2007, No 8/2017, No 9/2017, No 2/2018 and No 5/2023 as well as Bureau Decision No 440/2024 should be repealed, and SG Decision No 204/2018, as amended, should no longer have effect;

HAS ADOPTED THIS REGULATION:

TITLE I GENERAL PRINCIPLES

Article 1

Subject matter and scope

This Regulation lays down general rules governing the reimbursement of travel expenses and the payment of allowances to persons who are invited to and participate in eligible activities of the Committee.

Article 2

Beneficiaries

1. For this Regulation, 'beneficiary' means any of the following:
 - (a) a member within the meaning of Rule 3 of the Rules of Procedure who is entitled to attend an eligible activity ('member');
 - (b) an alternate within the meaning of Rule 3 of the Rules of Procedure who is entitled to attend an eligible activity ('duly mandated alternate');
 - (c) an observer of the Committee within the meaning of Rule 82 of the Rules of Procedure who is entitled to attend an eligible activity ('observer');
 - (d) a person who assists a rapporteur in the preparation or follow-up of their Committee opinion within the meaning of Rule 64 of the Rules of Procedure ('rapporteur's expert');
 - (e) a person, other than a member or a duly mandated alternate, who is invited by either the President of the Committee ('the President'), the president of a political group, the chair of either a commission or the CFAA, or the Secretary-General of the Committee ('the Secretary-General') to deliver an address in the context of their participation in an eligible activity ('guest speaker');

- (f) a person, other than the ones referred to above, who either participates in an activity in their capacity as an external member appointed to ARLEM or CORLEAP, or who participates in an activity as a Young Elected Politician (YEP) and is invited on that title by the Committee, or who participates in an activity as a representative of the Committee's European Network of Regional and Local Councillors and is invited on that title by the Committee, or a person who is, in duly justified circumstances, authorised to participate as such by the President, the president of a political group or the chair of a commission ('third party');
 - (g) a person, other than the ones referred to above, who is invited by either the Secretary-General or the Director for Communication, or the secretariat of a political group, to participate in an activity in their capacity as a certified member of the journalistic profession ('journalist');
2. This Regulation may apply by analogy to persons who are not referred to in paragraph 1, where an act adopted by the Bureau of the Committee so provides. The Bureau decision shall specify under which category these persons shall be reimbursed.

Article 3
Eligible activities

For this Regulation, 'eligible activity' means any of the following:

- (a) a meeting of the Plenary Assembly, the Bureau, the Conference of Presidents and the commissions;
- (b) a meeting of the advisory commission on financial and administrative affairs⁸ ('CFAA');
- (c) a meeting of a political group of the Committee, including those of its bureau;
- (d) a meeting of a working group of Bureau members or of a commission⁹;
- (e) a meeting of a working group or a joint committee with an applicant country in which Committee members participate¹⁰;
- (f) a meeting of another political body in which Committee members participate, including the Euro-Mediterranean Regional and Local Assembly ('ARLEM') and the Conference of Regional and Local Authorities for the Eastern Partnership ('CORLEAP');
- (g) a meeting of an expert group established by the Committee;
- (h) a meeting or an event, other than the ones referred to above, that is (co-) organised by the Committee, including but not limited to forums, debates, conferences, exhibitions, seminars, study visits and meetings or events with partners or stakeholders;
- (i) a meeting or an event, other than the ones referred to above, that is organised by another party and is of particular interest for the Committee's work, including meetings of external expert groups involving representatives designated by the Committee;
- (j) a meeting organised by a European political family to which Committee members have been invited in relation to their function in the Committee's political group;
- (k) a meeting or event, other than the ones referred to above, in respect of which the participant's attendance is justified by the fact that it directly relates to the preparation or follow-up of

⁸ As referred to in Rule 40 of the Rules of Procedure.

⁹ As referred to in Rule 37, point e) and Rule 63 of the Rules of Procedure.

¹⁰ As referred to in Rule 37, point j), of the Rules of Procedure.

Committee opinions or the opportunity to publicise the Committee's work ('individual presence');

Article 4 **Definitions**

For this Regulation, the following definitions apply:

- (a) 'activity venue' means the physical location where the activity takes place;
- (b) 'in-person attendance' means a situation where the eligible activity is attended in-person by the participant;
- (c) 'remote attendance' means a situation where the eligible activity is attended remotely by the participant through web conferencing or any other means of simultaneous online communication;
- (d) 'journey' means all travel undertaken by a participant to attend one or more activities from the point of origin to the activity venue(s) and back.
- (e) 'point of origin' means the location from which the beneficiary starts their journey or to where they return. It may be the beneficiary's place of residence or another location;
- (f) 'One Stop Shop' means the designated department for dealing with Members' information in the Secretariat-General of the Committee.

Article 5 **Non-cumulation**

1. Attendance at multiple eligible activities on the same day or at consecutive days entitles the beneficiary to one reimbursement of travel expenses and payment of the corresponding travel allowance, and one meeting allowance per day, irrespective of the actual number or the location of eligible activities attended during that period.
2. On days with both in-person and remote attendance, only the meeting allowance shall be paid.
3. Activities reimbursed by another party will not be reimbursed again by the Committee. Beneficiaries shall declare any contributions from other parties for travel and accommodation in their (electronic) claim form. These amounts will be deducted from the Committee's reimbursement. If a beneficiary receives financial contributions from another party after being reimbursed by the Committee, they shall immediately inform the Committee's Financial Service and return the reimbursement received, up to the amount received from the other party.
4. When a beneficiary attends an eligible activity and already receives a (flat-rate) compensation from the Committee based on another Regulation or Decision, that amount will be deducted from the payment they would normally receive under this Regulation.
5. Duly mandated alternates or replacements have the same entitlements as members when they are substituting for them. However, for multiple-day meetings (like plenary sessions or external meetings in connection with a seminar or study visit), only one reimbursement of travel expenses and one travel allowance will be paid, either to the member or the alternate.¹¹ Unless the member indicates otherwise, these will be paid to the member.

¹¹ As referred to in Rule 6.6 of the Rules of Procedure.

6. Members and duly mandated alternates who participate in a meeting of a political group or its bureau that is held in the framework of a plenary session, bureau meeting of the Committee or commission meeting shall only be entitled to reimbursement of their travel costs and payment of their allowances when they also participate in the latter.
7. The rule in paragraph 5 does not apply to alternate rapporteurs attending meetings or activities in that function.

Article 6

Environmental footprint

Beneficiaries should minimise their environmental footprint by using the most environmentally friendly means of transportation. Members, alternates and observers are encouraged to fly economy(flex) class for flights under 4 hours.

TITLE II

REIMBURSEMENT OF EXPENSES AND PAYMENT OF ALLOWANCES

Section A: Common Provisions

Article 7

Entitlements

1. Members, duly mandated alternates and observers are entitled to the reimbursement of their travel expenses according to Articles 11-13, the payment of a meeting allowance according to Articles 14-16 and a travel allowance according to Article 17-19.
2. Experts and guest speakers are entitled to the reimbursement of their travel expenses according to Articles 11-13 and the payment of a meeting allowance according to Articles 14-16 and a travel allowance according to Article 17-19.
3. Third parties are entitled to the reimbursement of their travel expenses according to Articles 11-13 and the payment of a meeting allowance according to Articles 14-16.
4. For journalists, the Committee shall cover the expenses of the beneficiary's travel and accommodation directly up to the ceiling for travel costs set in Article 12 and the annual budgetary planning for accommodation costs decided by the Committee's Directorate for Press and Communication for this purpose. They shall not be entitled to individual reimbursement of their travel expenses or payment of allowances.
5. In exceptional and duly justified circumstances based on a decision by the Bureau, after consultation of CFAA, the Committee shall cover the expenses of beneficiary's travel and accommodation directly. These beneficiaries shall not be entitled to the reimbursement of travel costs or payment of allowances.

Article 8

Requirements

1. Before attending an eligible activity for which they intend to claim reimbursement of travel expenses and/or the payment of allowances, beneficiaries need approval from the Authorising Officer by sub-delegation. This is done by a signed Note to the Authorising Officer (NAO)

together with all supporting documentation required, or a similar legal and budgetary commitment, prepared and submitted to the Authorising Officer by sub-delegation by the Committee service in charge of (co-)organising the activity. This prior written approval is not required for duly appointed members or duly mandated alternates attending one of the activities referred to in Article 3(a) to (e).

2. Beneficiaries shall ensure that their presence is duly registered in the relevant system with a signature, when this is provided¹². A beneficiary who fails to sign shall demonstrate their attendance at the activity through any alternative means deemed appropriate by the Authorising Officer by sub-delegation.
3. Beneficiaries shall submit the standard form issued by the Committee ('claim form') duly completed, dated and signed. This form includes a formal declaration of incurred costs and any payments received or expected from other parties. All beneficiaries shall, if applicable, use the dedicated online tool for submitting their claims.
4. Claims requiring tickets or other supporting documents cannot be processed without them. Complete claims submitted within two weeks after the meeting shall be prioritised.
5. The claim form and all supporting documents referred to in Article 13 as well as any additional relevant documents that the Authorising Officer by sub-delegation may request, shall be submitted preferably within 6 weeks after the activity took place and at the latest by 30 September of the year following the activity (Year N+1).
6. Failure to meet any requirements will result in the loss of full or partial reimbursement or payment entitlements. This also applies if the beneficiary fails to attend the activity.

Article 9

Place of residence

1. A beneficiary's 'declared place of residence' is their main place of residence as declared to the Committee on their personal appointment form, or in absence of these, on the Legal Entity- and/or Financial Identification forms. Beneficiaries shall only have one declared place of residence.
2. Members and alternates shall declare their main place of residence in their Member State at the time of their appointment by the Council of the European Union. Any changes shall be immediately notified in writing to the One Stop Shop.
3. Other beneficiaries should declare their place of residence before the start of the eligible activity attended.
4. The Authorising Officer by sub-delegation may request relevant documentation¹³ to support the declared place of residence and refuse to acknowledge any declared place of residence if the supporting documentation is insufficient.

Article 10

Routes

¹² When provided, the attendance list managed by the Committee service in charge of (co-)organising the activity shall be available, in analogue or electronic form, for the beneficiaries to sign, from fifteen (15) minutes before the scheduled start of the activity – at the earliest – until the end of that activity.

¹³ Supporting documentation may consist of (but is not limited to) a recent (less than 6 months old) utility bill (e.g. electricity, water, gas).

1. Reimbursable travel expenses and payable allowances are based on the most direct return route between the beneficiary's declared place of residence and the activity venue ('direct journey').
2. The most direct route is the shortest route determined by:
 - a) for journeys by air: the airport closest to the beneficiary's point of departure that can issue an air ticket at economy-flex tariff or the most convenient airport, taking into account a stopover airport, if applicable, and the total distance between the point of departure and the destination when using this airport;
 - b) for journeys by rail: the most convenient railway station close to the beneficiary's point of departure and the distance between that station and the destination;
 - c) for journeys by car or by boat: the distance between the beneficiary's point of departure and the destination.
3. When taking up their function or changing residence, the beneficiary is informed of the airport, railway station, and most direct routes considered.
4. If beneficiaries start or end their journey elsewhere, or take a different route ('indirect journey'), they will be reimbursed up to the cost of the direct journey. If the indirect journey costs less, the lower amount will be reimbursed. This rule also applies if a beneficiary arrives more than 48 hours before or leaves more than 48 hours after the activity. For travel to/from Brussels, the cost of the direct route is based on the reference price or standard itinerary. For travel to/from external venues, the beneficiary should provide the cost of direct travel for comparison with their reimbursement claim. When the use of more sustainable means of transport (train instead of car or plane) leads to a longer distance for the direct journey, the latter will be taken into account for the establishment of the flat-rate allowance.
5. If a journey is interrupted for more than 24 hours without attending another eligible activity, the place of interruption is considered the journey's point of origin.
6. With a well-justified request and prior approval of the Authorising Officer by sub-delegation, travel expenses may include the cost of travel between the beneficiary's declared place of residence and the activity venue during consecutive days of attending eligible activities ('mandatory journey'), if the travel is required for work-related obligations. This applies only to journeys of at least 100 km each way, and is limited to one mandatory journey per working week. The mandatory journey does not entitle the beneficiary to a travel allowance.
7. Rules in paragraphs 5 and 6 do not apply to the President or First Vice-President of the Committee when attending an eligible activity.
8. For journeys between two meeting venues, paragraphs 2 and 4 apply accordingly.

Section B: Travel Expenses

Article 11

Qualified expenses

1. Travel expenses are reimbursed based on attendance verification and presentation of the relevant travel documents and, where appropriate, other supporting documents as outlined in Article 13.
2. The travel expenses qualified for reimbursement may include any of the following:
 - (a) Plane fares;
 - (b) Boat, rail or bus fares ('public transport');
 - (c) Kilometric allowance for car travel not covered by public transport;

- (d) Travel agent service or handling fees;
 - (e) Change or cancellation fees;
 - (f) Visa fees for travel outside the EU
3. Taxi fares are generally not reimbursed. Taxi travel to/from home, airports, ports, or stations to/from the activity venue is reimbursed as car travel if no transport is provided by the Committee or event organiser.
 4. Travel insurance or cancellation insurance costs are not reimbursable.
 5. Where other beneficiaries ('passengers') travel in the same car, the kilometric allowance paid to the beneficiary who owns or rents the car ('driver') shall be increased by 20% per passenger. Passengers do not receive separate travel expense reimbursement for the same distance.
 6. Ancillary costs such as fuel, tolls, parking, car rental and insurance are included in the kilometric allowance.
 7. No reimbursement is provided for (part of) journeys using transport provided by the Committee or the event organiser.

Article 12

Amount of reimbursement

1. Travel expenses shall be reimbursed based on the expenses actually incurred, up to a maximum of:
 - a. Air travel for members, alternates and observers: the business class tariff referred to in paragraph 2¹⁴.
 - b. Air travel for guest speakers, experts, third parties and journalists: economy flex tariff;
 - c. Travel by rail or boat: the first-class fare;
 - d. Travel by car: 0,40 EUR/km up to 1.000 km per outward or inward journey, excluding transported distance (e.g., ferry crossing), plus these transportation costs where appropriate.
2. For members, alternates and observers, tickets booked through the Committee's travel agency shall be limited to the cheapest business class fare available at the time of the booking¹⁵. For tickets booked directly with the airline company or another travel agency, reimbursement shall be limited to the maximum reference price for the return journey.
3. To this end, the Secretary-General shall adopt a table of routes and maximum reference prices based on reduced business class fares (D-class), between Brussels and main EU cities. The maximum reference prices are those published at the time of ordering the ticket. Updates to this table are effective 7 calendar days after their communication to members and publication on the Members' Portal. The One Stop Shop shall provide maximum reference prices for other routes at the beneficiary's request.
4. For other beneficiaries, tickets booked through the Committee's travel agency shall be limited to economy-flex class. They shall be liable to the Committee for the costs of the ticket(s) ordered, and any costs arising from the cancellation or modification of these ticket(s) after the beneficiary confirmed their attendance to the Committee, are payable by the beneficiary. The Authorising

¹⁴ Members and alternates are encouraged to use the bonus miles, points or other fidelity benefits collected by them as part of a travel financed by the budget of the Committee, for future travel undertaken in the exercise of their mandate.

¹⁵ The Committee's travel agency only issues tickets which are compliant with the present rules, unless the beneficiary has agreed beforehand to pay for the difference in cost between the travel ticket issued and a compliant travel ticket. Therefore, this ensures that the beneficiary does not incur any financial risk in this regard by using the Committee's travel agency.

Officer by sub-delegation may provide specific instructions¹⁶ to the Committee's travel agency with regard to bookings made for beneficiaries other than members and alternates, if the supporting documentation is insufficient.

5. Members, alternates and observers using low-cost or economy-class fares can also get reimbursed for fast-lane access, business lounge access and additional luggage allowance when bought separately.
6. For journeys under 400 kilometres and not including an overseas crossing, air ticket reimbursement is capped at the amount for the same journey by car using the most direct route;
7. For travel agency transactions, reimbursement is capped at 40 EUR (excluding VAT) per return journey. Agency transaction fees must be listed separately on the invoice with the corresponding ticket numbers. Travel agency fees are not taken into account in the application of the maximum reference prices.
8. For members and duly mandated alternates, expenses for cancellation or the first change or modification of travel tickets that are not refundable by another party shall be reimbursed by the Committee, on condition that the change or modification is linked to the principal function of the beneficiary and supported by evidence. Additional expenses that are caused by failure to comply with contractual terms and conditions will not be reimbursed by the Committee.

Article 13

Supporting documentation

1. For the reimbursement of the travel expenses of travel by air, rail or boat the following supporting documents, bearing the beneficiary's name or being issued in their name, shall be attached to the claim:
 - (a) All the ticket(s)¹⁷ and the boarding pass(s) or electronic proof of the use of the tickets relating to the travel expenses, including the original tickets when those have been changed or modified;
 - (b) The itemised invoice(s) relating to these ticket(s);
 - (c) The agent coupon or ticket mask showing the real 'fare-basis' price and the price and taxes actually paid.However, if tickets are reserved through the Committee's travel agency, the corresponding invoice is sent to the Committee's Financial Service for settlement and submission of boarding passes or electronic flight tickets-itineraries/receipts for those tickets is not required.
2. Reimbursement for travel packages including travel and hotel is excluded if the price of the ticket(s) and hotel (per night) are not individually listed.
3. For the payment of the kilometric allowance the following supporting documents shall be attached to the claim:
 - (a) Invoices for car rental or taxi costs, where applicable;
 - (b) Documents proving the itinerary by car (date and route) if mileage exceeds 250 kilometres;
 - (c) Names and functions of beneficiaries travelling in the same car to attend an eligible activity, where applicable.

¹⁶ For instance, to require a cancellation insurance or the provision of financial data of the beneficiary.

¹⁷ For plane fares, the term 'ticket' shall be understood as a passenger ticket within the meaning of Article 3(1) of the Convention for the Unification of Certain Rules Relating to International Carriage by Air signed at Warsaw on 12 October 1929.

4. For the reimbursement of cancellation costs not covered by a third party the following supporting documents shall be attached to the claim:
 - (a) The invoiced and payment receipts for the tickets;
 - (b) Documents showing any change or cancellation fees, or partial refunds by service providers, clearly itemizing the amounts;
 - (c) Documents proving the situation that required modification or cancellation.
5. Visa fees for travel outside the EU shall be reimbursed upon presentation of the evidence of expenditure.
6. Invoices for travel expenses must comply with the law of the issuing country. Proof of payment may be required.
7. If a (paper or electronic) copy is submitted, the beneficiary must keep the original until the end of the following year (Year N+1).
8. No alterations, deletions, or additions are allowed on supporting documents. Deliberately inaccurate, false or misleading information, or providing altered, forged or falsified documents, will result in forfeiture of reimbursement and/or payment entitlements.

Section C: Meeting allowance

Article 14

Entitlement to meeting allowance

1. A flat-rate meeting allowance shall be granted for each day's participation of a beneficiary in an eligible activity of the Committee. The meeting allowance shall cover on a flat-rate basis all types of expenses at the meeting venue for a calendar day, including one overnight stay at the meeting venue or during the journey.
2. For third parties, the amount of the meeting allowance is set at 70% of the meeting allowance for members of the Committee.
3. For members and duly mandated alternates, an allowance equal to the meeting allowance shall be paid for a maximum of two working days bridging the gap between two in-person meetings ('blank days'), where this solution is less costly than the reimbursement to which the beneficiary would have been entitled in making a return journey between those meetings.
4. If the beneficiary is provided with accommodation by another party, the amount of the meeting allowance payable shall be limited to 50% of the amount of the allowance that would normally have been payable for their participation in the meeting.

Article 15

Amount of the meeting allowance

The lump-sum amount for the in-person attendance of an eligible activity for members is set by the Bureau.

Article 16

Remote meeting allowance

Members and duly mandated alternates, who remotely attend meetings following the Committee’s Rules of Procedure¹⁸ shall be entitled to a flat-rate remote meeting allowance covering all costs they incur for attending those meetings remotely. Rapporteurs’ experts and guest speakers invited to attend meetings remotely shall also be entitled to the flat-rate remote meeting allowance.

The flat-rate remote meeting allowance shall be equivalent to 50% of the meeting allowance applicable for attendance at in-person meetings per day.

Section D: Travel allowance

Article 17

Entitlement to travel allowance

1. Members, duly mandated alternates and observers, guest speakers and rapporteur’s experts who benefit from the reimbursement of their travel expenses for their in-person attendance at an eligible activity by the Committee according to these rules, shall be entitled to a flat-rate travel allowance intended to cover all travel-related expenses for that (part of their) travel, except visa costs.
2. For members, alternates and observers, the Committee’s administration shall set the distance of the most direct route from the declared place of residence to Committee headquarters in Brussels, to be used in calculating the appropriate allowances. These values remain fixed for the entire duration of their term, except under specific circumstances:
 - Change of residence;
 - Changes in the rules affecting the travel allowance;
 - Unavailability of the originally calculated travel route due to changes in flight schedules;
 - Other significant changes affecting the basis of the initially set distance.
3. For members, alternates and observers participating in activities outside Brussels, travel allowances are determined individually for the most direct return journey.
4. For guest speakers and rapporteur’s experts, travel allowances are determined for the most direct return journey.

Article 18

Calculation of the travel allowance

1. The travel allowance shall be set on the distance of the most direct return route between the beneficiary’s declared place of residence and the meeting venue(s):

Return journey distance	Corresponding number of reference units
From 0 km to 200 kms	0
From 201 kms to 400 kms	0.75
From 401 kms to 1,000 kms	1
From 1,001 kms to 2,000 kms	1.5
Over 2,000 kms	2

18 As referred to in Rule 85 of the Rules of Procedure.

2. For a single journey, the travel allowance shall be set at 50% of the most direct return journey.

Article 19

Amount of the travel allowance

One reference unit within the meaning of Article 18 corresponds to an amount of EUR 200.

TITLE III IMPLEMENTATION

Article 20

Bank transfer, currencies and conversion rate

1. Payments shall be made by bank transfer to the bank account indicated by the beneficiary. The bank account shall be held in the country of the declared place of residence of the beneficiary. In exceptional and duly justified cases, the Authorising Officer by sub-delegation may approve a bank account in another country.
2. Amounts shall be calculated and payments shall be made in euros, unless the beneficiary who has their declared place of residence in a Member State or country that does not belong to the eurozone requests payment in the currency of that country. Conversion of non-euro currencies shall be made at the exchange rate published monthly by the accounting officer of the European Commission (InforEuro).
3. The Committee shall bear the costs of the bank transfers. Beneficiaries who have incurred bank charges for payments received from the Committee may apply for reimbursement of these costs by providing supporting documents that state the actual amounts paid.

Article 21

Transparency

1. Without prejudice to any obligation to disclose information, documents or personal data that the Committee may be required to fulfil under Union law or according to its internal rules, a participant's attendance at an activity, including whether or not they receive any reimbursement or payment from the Committee according to this Regulation, may be disclosed in the context of approving any related application for access to a document. The participant shall be informed in writing of such disclosure.
2. The actual sum(s) reimbursed or paid to a participant shall be excluded from the disclosure unless the participant has given their prior written consent. This shall not apply if the person applying for access to a document has established that the information is necessary for a specific purpose in the public interest, and the Committee has established that it is proportionate to transmit said information for that specific purpose.

Article 22

Exceptional circumstances

1. When a beneficiary has incurred exceptional additional costs as a result of *force majeure*¹⁹, these costs may be reimbursed, on support of relevant supporting documents, and upon written approval of the Secretary-General, on referral from the Authorising Officer by sub-delegation.

¹⁹ *Force majeure* shall be understood as an extraordinary situation, event or circumstance that was unforeseeable and beyond the control of the beneficiary, such as a war, strike, riot, crime, epidemic or natural disaster, the effects of which could not be prevented despite the beneficiary's best efforts.

2. In exceptional and duly justified cases, where members and duly mandated alternates are obliged to pay particularly high rates for the hotels chosen by the Committee or the co-organisers at meetings away from headquarters, or where they are representing the Committee and the normal meeting and travel allowances are not sufficient to cover their expenses, they may be granted an increase in their meeting allowance. The request for such an increase may be granted by the Secretary-General upon referral from the Authorising Officer by sub-delegation, provided that supporting documentation is submitted. The meeting allowance may not, however, be increased by more than 30%.
3. Any case not covered by this regulation or any duly justified request for derogation from the rules under exceptional circumstances may be referred by the Authorising Officer by sub-delegation to the Secretary-General for decision.
4. A beneficiary whose request under the provisions of this Article has not been approved by the Secretary-General may appeal against that decision to the President. The appeal request must be presented to the President within one month of the notification of the Secretary-General's decision.

Article 23

Indexation

Subject to available budget appropriations, the amount referred to in Article 15 may be indexed once per year by the Bureau up to a maximum increase equal to the annual inflation rate in the European Union in October of the previous year, as published by Eurostat. The decision of the Bureau shall be adopted at its first meeting of the year, after consultation of CFAA, and shall not be applied retroactively.

Article 24

Implementing measures

The Secretary-General may issue instructions or adopt implementing measures to further specify and give effect to any provision of this Regulation, in compliance with the latter and after consulting the CFAA. This includes the arrangements for measuring distances.

Article 25

Final Provisions

1. The amount mentioned in Article 3 of Bureau Decision 440/2024 shall continue to apply transitionally until the Bureau fixes a new amount according to Article 23 of this Regulation.
2. Bureau Regulations No. 12/2007, No. 8/2017, No. 9/2017, No. 2/2018, No 5/2023 as well as Bureau Decision No 440/2024 are hereby repealed. References to any of the repealed Regulations and Decisions in acts and other documents of the Committee shall be construed as references to this Regulation.
3. Decision No 204/2018 of the Secretary-General, as amended, shall no longer have effect.
4. This Regulation shall enter into force on 26 January 2025.

Done at Brussels, 19 November 2024.

(signed)

For the Bureau

Vasco Alves Cordeiro