



**European Committee
of the Regions**

The President

**Regulation No 3/2026
of the Bureau of the European Committee of the Regions
of 3 March 2026**

**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 3914/2024 of the Bureau of the European Committee of the Regions 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 ('Bureau Regulation No 3914/2024'),
- 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,

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](#), 14.8.2024, p. 1, ELI: http://data.europa.eu/eli/proc_rules/2024/2142/oj.

HAVING REGARD TO Decision No 1/2026 of the Bureau of the European Committee of the Regions of 3 March 2026 on the annual adjustment of the meeting allowance payable to persons participating in the activities of the European Committee of the Regions ('Bureau Decision No 1/2026'),

HAVING REGARD TO Regulation No 1/2026 of the Bureau of the European Committee of the Regions of 3 March 2026 on the internal financial rules for implementing the European Committee of the Regions section of the general budget of the European Union,

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.
- (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) The general rules for providing the aforementioned participants with financial support aimed at enabling them to attend and to contribute to the Committee's activities are currently laid down in Bureau Regulation No 3914/2024, which comprehensively revised the previous rules.
- (4) In the light of experience acquired during the first year of application of Bureau Regulation No 3914/2024, it is opportune to update and clarify certain aspects of the specific rules currently in effect and to recommend that beneficiaries book their travel in advance when possible, to take advantage of discounted airfares.
- (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) In the interest of clarity, Bureau Regulation No 3914/2024 should be repealed and replaced by a new Regulation.

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 those 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 in that capacity 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 in that capacity 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 those referred to above, who is invited either by the Secretary-General or the Director for Communication, or by 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 or one of the commissions;
- b) a meeting of the advisory Commission on Financial and Administrative Affairs⁴ (‘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 commission⁵;
- e) a meeting of a working group or a joint committee with an applicant country in which Committee members participate⁶;
- 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 those 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 those 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 those 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 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 which 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.

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

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

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

Article 5
Non-cumulation

1. Attendance at multiple eligible activities on the same day or on 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 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 shall 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 shall 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 receives (flat-rate) compensation from the Committee based on another Regulation or Decision, that amount shall 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 (such as plenary sessions or external meetings in connection with a seminar or study visit), only one reimbursement of travel expenses and one travel allowance shall be paid, either to the member or to the alternate⁷. Unless the member indicates otherwise, these shall be paid to the member.
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, Committee Bureau meeting or commission meeting shall only be entitled to reimbursement of their travel costs and payment of their allowances if they also participate in the latter meeting.
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.

⁷ As referred to in Rule 6(6) of the Rules of Procedure.

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 11-14, the payment of a meeting allowance according to Articles 15-17 and a travel allowance according to Articles 18-20.
2. Rapporteurs' experts and guest speakers are entitled to the reimbursement of their travel expenses according to Articles 11-14 and the payment of a meeting allowance according to Articles 15-17 and a travel allowance according to Articles 18-20.
3. Third parties are entitled to the reimbursement of their travel expenses according to Articles 11-14 and the payment of a meeting allowance according to Articles 15-17.
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 budget 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 the CFAA, the Committee shall cover the expenses of beneficiaries' 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 provided⁸. 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.

8 When provided, the attendance list managed by the Committee service in charge of (co-)organising the activity shall be available, in physical 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.

4. Claims requiring tickets or other supporting documents cannot be processed without them. Complete claims submitted within two weeks after the meeting will 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 six 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 of the above requirements shall result in full or partial loss of 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 that form, on the Legal Entity and/or Financial Identification forms. Beneficiaries shall have only 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 supporting documentation⁹ concerning the declared place of residence and refuse to acknowledge any declared place of residence if the supporting documentation is insufficient.

Article 10

Routes

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, taking into account stopovers and flight schedules, the most convenient airport set as their default airport upon justified request, and the direct 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 ferry: the distance between the beneficiary's point of departure and the destination.
3. When taking up their position or changing residence, the beneficiary shall be informed of which airport, railway station and most direct routes will be considered.
4. If beneficiaries start or end their journey elsewhere or take a different route ('indirect journey'), they shall be reimbursed up to the cost of the direct journey. If the indirect journey costs less, the lower amount shall be reimbursed. This rule also applies if a beneficiary

⁹ Supporting documentation may consist of (but is not limited to) a recent (less than six months old) utility bill (e.g. electricity, water, gas).

arrives more than 48 hours before or leaves more than 48 hours after the activity. For members/alternates travelling to/from Brussels, the cost of the direct route is based on the default journey (reference price for the default airport plus car kilometres home-airport-home when applicable). Beneficiaries other than members/alternates travelling to Brussels using an indirect journey, and all beneficiaries travelling to/from external venues using an indirect journey, should provide the cost of direct travel for comparison with their reimbursement claim.

5. The travel allowance for an indirect journey shall be calculated based on the cost of the equivalent direct journey and shall not exceed that amount. However, if opting for a more sustainable means of transport (train instead of car or plane) results in a longer distance for the direct journey, the latter shall be considered for the establishment of the flat-rate allowance.
6. If a journey is interrupted for more than 24 hours without attending another eligible activity, the place of interruption shall be considered the journey's point of origin.
7. With submission of a well-justified request and approval by the Authorising Officer by sub-delegation, travel expenses may include the cost of additional travel between activity venue(s) and the beneficiary's declared place of residence 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.
8. Paragraphs 6 and 7 do not apply to the President or First Vice-President of the Committee when attending an eligible activity.
9. For journeys between two meeting venues, paragraphs 2 and 4 apply accordingly.

Section B: Travel Expenses

Article 11

Eligible 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 14.
2. The travel expenses eligible for reimbursement may include any of the following:
 - a) Plane fares;
 - b) Ferry, train or bus fares ('public transport')¹⁰;
 - 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 between home, airports, ports, or stations and the activity venue is reimbursed as car travel if no transport is provided by the Committee or event organiser.
4. Travel insurance and 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

¹⁰

Including public transport between the airport or railway station and the meeting venue in Brussels or elsewhere, which is reimbursable upon submission of justification.

passenger. Passengers do not receive separate travel expense reimbursement for the same distance¹¹.

6. Ancillary costs such as fuel, tolls, parking, car rental and insurance are covered by the kilometric allowance and travel allowance.
7. No reimbursement is provided for (parts of) journeys where transport is provided by the Committee or the event organiser.
8. The kilometric allowance for distance travelled by official car is only payable to the local or regional authority (car owner).

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 tariff referred to in paragraph 2¹².
 - b) Air travel for guest speakers, rapporteurs' experts, third parties and journalists: economy flex tariff.
 - c) Travel by rail or ferry: the first-class fare¹³.
 - d) Travel by car: kilometric allowance up to 1 000 km per outward or inward journey, excluding transported distance (e.g., ferry crossing), plus those transportation costs where appropriate. The amount of the kilometric allowance shall be set by the Bureau.
2. Tickets for members, alternates and observers shall be reimbursed up to the reference price for the default airport (for travel to/from Brussels), or the simulation of a direct return ticket with the same conditions for other destinations¹⁴. For tickets up to economy flex or premium economy fares, the Committee shall also cover the costs of additional services in connection with those flights (lounge access at departure, fast track security checks, additional luggage allowance), unless covered elsewhere.
3. To this end, the Secretary-General shall adopt a table of routes and maximum reference prices between Brussels and main EU cities. The maximum reference prices are those published at the time of ordering the ticket. Updates to this table shall be effective seven calendar days after their communication to members and publication on the Members' Portal¹⁵. The table of reference prices shall be reviewed at the start of each calendar year. Additional revisions may be applied on the basis of substantiated requests.
4. Members, alternates, observers, rapporteurs' experts, guest speakers and third parties who are external members appointed to ARLEM or CORLEAP may book their tickets

¹¹ The distance travelled by passengers pursuant to Article 11(5) will, however, be considered for the purpose of calculating the travel allowance.

¹² Members and alternates are encouraged to use the bonus miles, points or other loyalty benefits collected by them as part of travel financed by the budget of the Committee, for future travel undertaken in the exercise of their mandate.

¹³ For overnight journeys by rail or ferry, tickets including sleeping cabins may be reimbursed for beneficiaries who are entitled to receive a travel allowance according to these rules, after prior approval of the Authorising Officer by sub-delegation. In that case, the beneficiary shall not be entitled to a travel allowance.

¹⁴ In the interest of flexibility, sustainability and sound financial management, members, alternates and observers are encouraged to use flexible and refundable economy class tickets and to book their tickets at least two weeks before the activity. In the case of last-minute invitations or delegations (i.e. less than 10 working days before the activity takes place), plane tickets exceeding the reference price may be reimbursed, provided that the most economical option was chosen and that sufficient justification is provided demonstrating that no cheaper tickets were available on the date of receiving the invitation or delegation.

¹⁵ Maximum reference prices are established with the assistance of the Committee's contracted travel agency. For reasons of continuity, reference prices for the 2025-2030 term of office will not be adjusted to a price below the applicable reference prices valid at the date of adoption of this regulation. For this term of office, simulations for external meetings shall show the price of a direct return ticket using a reduced business class fare (D-class)

through the Committee's contracted travel agency. 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 those ticket(s) that are not covered by Article 13 are payable by the beneficiary. The Authorising Officer by sub-delegation may provide specific instructions¹⁶ to the Committee's contracted travel agency with regard to bookings made for beneficiaries other than members and alternates, if the supporting documentation is insufficient.

5. For journeys under 400 kilometres by car (one way) 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.
6. For travel agency transactions, reimbursement is capped at EUR 40 (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 considered in the application of the maximum reference prices.

Article 13

Cancellations and modifications

1. If a modification to or cancellation of a booking results directly from changes made by the Committee to the programming of its activities, the related costs shall be covered by the Committee.
2. Where the total price – comprising the ticket and any modification or cancellation costs – remains below the reference price for the default airport or for the simulated direct return ticket under equivalent conditions for other destinations, members, alternates and observers may modify or cancel the ticket without limitation and without submitting supporting evidence. In all other cases, where a modification or cancellation is required for professional reasons or unforeseeable private circumstances (e.g. illness), the reimbursement of costs shall be granted on the first occasion per journey, provided that supporting evidence is submitted and the most economical option was chosen¹⁷.
3. Additional expenses that are caused by failure to comply with contractual terms and conditions shall not be reimbursed by the Committee.

Article 14

Supporting documentation

1. For the reimbursement of travel expenses for travel by air, the following supporting documents, bearing the beneficiary's name or issued in their name, shall be attached to the claim:
 - a) All the bookings/electronic ticket receipts¹⁸ and all the boarding passes or electronic

¹⁶ For instance, to require cancellation insurance or the provision of the beneficiary's financial information.

¹⁷ Costs shall be covered as follows:

- a) For modifications, the Committee shall cover the rebooking fee. The difference in the ticket price shall be reimbursed up to the reference price.
- b) For cancellations of refundable tickets from a regular airline, cancellation fees shall be fully reimbursed on provision of evidence that the ticket could not be rebooked or if such a rebooking would entail higher costs than cancellation.
- c) For cancellations of non-refundable tickets from a regular airline, the total costs of all cancellations shall be covered up to EUR 100 each way (EUR 200 in the case of return flights).
- d) For cancellations of non-refundable tickets from low-cost carriers, the costs shall be covered if rebooking is not possible. However, if the beneficiary receives a voucher in return, the financial value of this voucher shall only be compensated if and when it is used at a later stage for travel in relation to the Committee's activities.

¹⁸ For air 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.

- proof of the use of the tickets relating to the travel expenses, including the initial tickets when those have been changed or modified.
- b) The itemised invoice(s) relating to these tickets.
 - c) Electronic ticket receipts should include the agent coupon or ticket mask showing the real 'fare-basis' price and the price and taxes actually paid.
2. For the reimbursement of the travel expenses for travel by rail, bus or ferry, the following supporting documents shall be attached to the claim:
 - a) Tickets or electronic reservations showing the price and fare details, or
 - b) Proof(s) of payments if the carrier does not issue (electronic) tickets.
 3. When tickets are booked through the Committee's contracted travel agency, the corresponding invoice is sent to the Committee's Financial Service for settlement and there is no requirement to submit boarding passes, electronic flight tickets/itineraries or receipts for those tickets.
 4. Travel packages including travel and hotel shall not be reimbursed unless the price of the ticket(s) and hotel (per night) are individually listed.
 5. 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 one way.
 - c) Names and functions of beneficiaries travelling in the same car to attend an eligible activity, where applicable.
 6. For the reimbursement of cancellation costs not covered by a third party the following supporting documents shall be attached to the claim:
 - a) The invoice and payment receipts for the tickets.
 - b) Documents showing any change or cancellation fees, or partial refunds by service providers, clearly itemising the amounts.
 - c) Documents proving the situation that required modification or cancellation.
 7. Visa fees for travel outside the EU shall be reimbursed upon presentation of evidence of expenditure.
 8. Invoices for travel expenses must comply with the law of the issuing country. Proof of payment may be required.
 9. If a (paper or electronic) copy is submitted, the beneficiary must keep the original until the end of the following year (Year N+1).
 10. No alterations, deletions, or additions are allowed on supporting documents. Provision of deliberately inaccurate, false or misleading information, or of altered, forged or falsified documents, shall result in forfeiture of reimbursement and/or payment entitlements.

Section C: Meeting allowance

Article 15

Entitlement to meeting allowance

1. A flat-rate meeting allowance shall be granted for each day of a beneficiary's participation 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 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 16

Amount of the meeting allowance

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

Article 17

Remote meeting allowance

Members and duly mandated alternates who remotely attend meetings pursuant to the Committee's Rules of Procedure¹⁹ 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 18

Entitlement to travel allowance

1. Members, duly mandated alternates and observers, guest speakers and rapporteurs' 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 (default journey), to be used for calculating the maximum 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 shall be determined individually for the most direct return journey.

¹⁹ As referred to in Rule 85 of the Rules of Procedure.

4. For guest speakers and rapporteurs' experts, travel allowances shall be determined for the most direct return journey.

Article 19

Calculation of the travel allowance

1. The travel allowance shall be based on the reimbursed distance of the most direct return route between the beneficiary's point of departure, the meeting venue(s) and the place of arrival:

Return journey distance	Corresponding number of reference units
From 0 km to 200 km	0
From 201 km to 400 km	0.75
From 401 km to 1 000 km	1
From 1 001 km to 1 999 km	1.5
2 000 km and more	2

2. For a single journey, the distance allowance shall be set at 50% of the appropriate return journey.

Article 20

Amount of the travel allowance

The lump-sum amount for one reference unit of travel allowance shall be set by the Bureau.

TITLE III IMPLEMENTATION

Article 21

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 beneficiary's declared place of residence. 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 has their declared place of residence in a Member State or country that does not belong to the euro area and 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 22

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 23

Exceptional circumstances

1. When a beneficiary has incurred exceptional additional costs as a result of *force majeure*²⁰, these costs may be reimbursed, on provision of relevant supporting documents and with the written approval of the Secretary-General, on referral from the Authorising Officer by sub-delegation.
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. Requests 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 24

Indexation

Subject to available budget appropriations, the amounts referred to in Article 12(1)(d), Article 16 and Article 20 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.

²⁰ *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.

Article 25
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 26
Final provisions

1. The amounts mentioned in Article 12(1)(d) and Article 19 of Bureau Regulation No 3914/2024 and the amount mentioned in Article 1 of Bureau Decision No 1/2026 shall continue to apply transitionally until the Bureau fixes a new amount according to Article 24 of this Regulation.
2. Bureau Regulation No 3914/2024 is hereby repealed. References to the repealed Regulation and Decision in acts and other documents of the Committee shall be construed as references to this Regulation.
3. This Regulation shall enter into force on 1 April 2026.

Done at Brussels, 3 March 2026.

For the Bureau



Kata Tüttö