

AUTHORITY FOR EUROPEAN POLITICAL PARTIES AND EUROPEAN POLITICAL FOUNDATIONS

Decision setting out the Rules on the reimbursement of experts' travel and accommodation expenses and the payment of a daily allowance

THE DIRECTOR

Having regard to:

- Regulation (EU, Euratom) 2025/2445 of the European Parliament and of the Council of 26 November 2025 on the statute and funding of European political parties and European political foundations (recast)¹, hereinafter “Regulation (EU, Euratom) 2025/2445”, and in particular Article 8 thereof,
- 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), and in particular Article 33 thereof, which sets out the principles of sound financial management²,
- Commission delegated Regulation (EU) 2025/693 of 26 February 2025 on reviewing the scale for missions by officials and other servants of the European Union in the Member States³,

Whereas:

- (1) On 26 June 2025, the Authority last updated its internal rules on the reimbursement of experts' travel and accommodation expenses and the payment of daily allowances ("the Reimbursement Rules").
- (2) Regulation (EU, Euratom) No 1141/2014 of the European Parliament and of the Council of 22 October 2014 on the statute and funding of European political parties and European political foundations⁴ was repealed and replaced with effect on 28 December 2025 by Regulation (EU, Euratom) 2025/2445,

¹ Regulation (EU, Euratom) 2025/2445 of the European Parliament and of the Council of 26 November 2025 on the statute and funding of European political parties and European political foundations (recast), OJ L, 2025/2445, 8.12.2025.

² OJ L 2024/2509, 26.9.2024.

- (3) It is appropriate to update the Reimbursement Rules, taking account also the evolving environment of experts and stakeholders in which the Authority operates,

HAS ADOPTED THE FOLLOWING DECISION:

Article 1

- (1) This Decision lays down the rules for the reimbursement of travel and accommodation expenses and the payment of daily allowances to experts invited by the Authority for European Political Parties and European Political Foundations ("the Authority") to participate in its meetings and activities.
- (2) These Rules shall apply to:
 - (a) any expert who is invited by the Authority to attend events, whereby the location is to be determined by the Authority;
 - (b) anyone responsible for accompanying a disabled person who has been invited by the Authority to attend an event in an expert capacity.
- (3) Experts may be non-governmental or government experts:
 - (a) Non-governmental experts are individuals or members of an organisation invited to give the Authority the benefit of expertise or to represent their organisation in a specific area, including where this organisation has a public status, but not to defend the interests of a particular country. These may include, in particular, academics, teachers and pupils, consultants, candidates applying for a staff selection procedure of the Authority, or other stakeholders who contribute to a task related to European democracy upon the Authority's request or following a selection process in compliance with a procedure laid down by it.
 - (b) Government experts are representatives of a national, regional or local public authority of a Member State, of authorities cooperating with the Authority on European democratic integrity or political party supervision upon specific agreements, or of authorities of another country within the geographic scope laid down in Article 2, points 2 and 5, of Regulation (EU, Euratom) 2025/2445.

Article 2

- (1) The Authority shall not be liable for any material, non-material or physical damage suffered by invited experts or those responsible for accompanying a disabled expert in the course of their journey to or stay in the place where the event is held, unless such harm is directly attributable to the Authority.
- (2) In particular, invited experts who use their own means of transport for travelling to such events shall be entirely liable for any accidents that they might cause.

Article 3

Experts invited by the Authority shall be entitled to reimbursement of their travel expenses, accommodation expenses and to a daily allowance in accordance with the following provisions:

(1) Travel expenses

- (i) If they travel by train or air, experts shall be entitled to reimbursement of travel expenses actually incurred, up to a maximum, as appropriate, of the first-class train fare or the flexible economy-class air fare, on the basis of the shortest route between their place of residence or office and the venue for the event. If an expert can clearly demonstrate that a different class of air travel is more economical, it may be reimbursed. This reimbursement may include costs incurred for travel to and from the departure and arrival airport or station.
- (ii) Experts travelling by car shall be entitled, on presentation of a written declaration of honour, to a flat-rate reimbursement of their expenses corresponding to the second class train fare calculated on the basis of the shortest route between their place of residence or office and the venue of the event.
- (iii) Travel from and to another place than the usual residence or office address may be authorised in duly justified cases subject to the discretion of the Authority.

(2) Accommodation expenses

- (i) If experts are required to spend one or more nights at the event venue, and on presentation of the original hotel bill, they shall be entitled to a reimbursement based on actual costs up to a maximum of EUR 171 per night for Belgium. Electronic hotel bills are accepted.
- (ii) If experts are required to spend one or more nights at the event venue in another Member State, and on presentation of the original hotel bill, they shall be entitled to a reimbursement based on actual costs up to a maximum corresponding to the applicable hotel ceiling for the respective Member State as set out in Commission Delegated Regulation (EU) 2025/693 of 26 February 2025. Electronic bills are accepted.
- (iii) Experts shall endeavour to limit the number of nights claimed in accordance with points (i) and (ii) to the minimum necessary in view of reasonable and available travel options. The Authority may decide to limit the number of nights reimbursed on the basis of the principle of proportionality and in light of sound financial management.

(3) Daily allowance

- (i) Experts shall be entitled to a daily allowance of EUR 132 for each day of participation in a meeting in Belgium to cover meals, local transport and other travel related expenses.
- (ii) When the event venue is in another Member State, experts shall be entitled to a daily allowance corresponding to the applicable daily subsistence allowance for

the respective Member State as set out in Commission Delegated Regulation (EU) 2025/693 of 26 February 2025, for each day of participation in a meeting to cover meals, local transport and other travel-related expenses.

(4) Limitations

Experts shall be entitled to reimbursement of their travel and accommodation expenses as well as to the payment of their daily allowances as detailed above only to the extent that these are not reimbursed or paid from any other source.

A declaration on honour to this effect must be signed by non-governmental experts and must be submitted jointly with the reimbursement and/or payment request.

Government experts shall prove by means of a document signed by a competent unit of their authority or ministry that

- they did not receive any travel reimbursement from their employer, or
- they receive a lesser amount than would be reimbursable under the present rules, and if so which amount.

Article 4

Where taking into account any expenses incurred by disabled experts as a result of their disability or any person accompanying them, the allowances provided for in Article 3 appear to be clearly inadequate, the expenses shall be reimbursed upon request to the Authority on presentation of supporting documents, in principle with a maximum of twice the amount that would otherwise be reimbursable.

Article 5

(1) The applicant for reimbursement shall present original or unaltered electronic versions of the supporting documents to the Authority, in particular:

- the documents required in accordance with Article 3(4),
- tickets and invoices or, in the case of online bookings, the printout of the electronic reservation of travel/accommodation expenses;
- boarding cards for travel expenses;
- proof of bank account, in the format requested;
- valid identification document.

The documents supplied must show the class of travel used, the time of travel and the amount paid.

- (2) Experts must provide the Authority with the documents necessary for their reimbursement, by e-mail dated no later than 45 calendar days after the final day of the event.
- (3) Unless the expert can provide a proper justification, failure to comply with paragraph 3 shall absolve the Authority from any obligation to reimburse travel expenses, accommodation expenses or to pay daily allowances.

Article 6

- (1) The payment order shall be drawn up on the basis of the request for reimbursement and/or payment, duly completed and signed by the expert, subject to checks and verification by the Authority.
- (2) Reimbursement shall not be possible if the expert was absent, entirely or for substantial periods, during the event to which the expert had been invited, without excuse accepted in advance by the Authority. In cases of *force majeure*, the expert shall inform the Authority immediately.

Article 7

The Authority shall scrutinise particularly closely any requests for reimbursement involving abnormally expensive flights. It shall have the right to carry out any checks that might be needed and to request any proof from the expert required for this purpose. It shall also have the right, where it appears to be justified, to restrict reimbursement to the rates normally applied to the usual journey from the expert's place of work or residence to the event place.

Article 8

- (1) Travel expenses and accommodation expenses shall be reimbursed in euros or the currency of the country of residence of the travelling expert.
- (2) The daily allowance shall be paid in euros or the currency of the country of residence of the travelling expert.

Article 9

- (1) The Rules of 26 June 2025 shall be repealed. Any reference to the rules of 26 June 2025 shall be construed as a reference to the present Rules.
- (2) These Rules shall enter into force on the day of signature.

Brussels, 20 May 2026

The Director


Pascal Schonard