

19 August 2021

**Terms of reference for the reimbursement of
expenses incurred by Contractors appointed under “Digital Euro High Level Consultant
(Infrastructure)” – PRO-007415**

Annex 5

1. General rule

The ECB reimburses, up to the applicable maximum amount stated in the Contract Sheet, the below listed expenses related to costs incurred from travel pertinent to the Contractor’s participation in activities under PRO-007415, if they are not covered by a third party. If the Contractor is entitled to reimbursement by a third party of expenses which would otherwise be covered by the ECB in connection with the Contractor’s participation in activities under PRO-007415 (e.g., the reimbursement of a return flight from another event being at the same time an inbound flight for work at the ECB), the Contractor should notify the ECB to this effect and the ECB will make a decision as to whether to cover such expenses.

The maximum amount stated in the Contract Sheet applies to the Contractor. A purchase order will be created under the name of the Contractor. All requests for the reimbursement of expenses incurred by the Contractor and his/her team shall be submitted and signed solely by the Contractor.

Based on the progress assessment, the reimbursement of expenses may be paid according to the following thresholds if the ECB requests the Contractor to work at ECB premises:

- Reimbursement of main travel (flights, non-local trains) paid against actual cost and original receipts.
- Fixed amount of EUR 140 per night for accommodation per person. Evidence of payment for accommodation should be provided to receive the fixed amount per night.
- Fixed amount of EUR 40 per day for per diem to cover meals, breakfast, drinks, snacks, local transport, taxis. This will be paid against a timesheet prepared by the Business Area contact person and signed by the Contractor.

2. Travel costs

2.1 General

The ECB reimburses return travel between the Contractor's place of residence and Frankfurt am Main in accordance with the following rules.

2.2 Travel by rail

The ECB reimburses first-class rail travel, including, where necessary, any surcharges for using special trains (TGV, ICE, IC, EC, etc.) on the basis of the most convenient, direct and fastest route and provided that actual rail tickets (which could be print-outs of electronic tickets) are submitted. The Contractor should endeavour to take advantage of early booking fares.

2.3 Travel by air

Air travel is in principle only reimbursed on the basis of the most convenient, direct and fastest route. The ECB reimburses return tickets for a direct flight, provided that actual boarding passes (which could be print-outs of boarding passes based on electronic tickets) are submitted. Unless agreed otherwise in a specific case, economy class tickets are reimbursed for flights within the EU and premium economy class tickets are reimbursed for flights on other routes. The Contractor should endeavour to take advantage of early booking fares.

2.4 Travel by car

If the Contractor travels by private car, the ECB will reimburse the equivalent of a return first-class rail ticket between the railway station closest to the Contractor's place of residence and the ECB premises in Frankfurt. This payment shall cover all expenses relating to the use of the car. The Contractor should attach evidence of the rail ticket price to the claim. The ECB is not liable for any damage, injury or loss arising from the trip. Furthermore, the ECB declines liability for any costs arising as a result of alleged or actual offences committed in breach of road traffic laws and regulations. The ECB does not reimburse car rental expenses.

2.5 Taxis and public transport

The ECB reimburses fares for travel by taxi or on public transport to/from the airport/railway station and between the hotel/ place of residence and the ECB premises in Frankfurt, provided that actual taxi bills or public transport tickets are submitted. Tips are not reimbursed. The Contractor should endeavour to use public transport rather than taxis when adequate service is available and in particular in cases where the taxi bill would exceed EUR 50.

2.6 *Missed connections*

Should the Contractor fail to board the train or flight through no fault of the railway or airline operator, the Contractor shall not be entitled to any reimbursements for the unused tickets.

3. Accommodation costs

The ECB reimburses reasonable expenses for accommodation, i.e. hotel room (single occupancy with en suite bathroom and breakfast), a residence or rental apartment, for the number of nights required in the agreed-upon working period and specified in the contract. Additional sundry expenses, e.g., mini-bar, telephone calls, internet use, laundry, or any other service offered by the hotel, the residence or rental apartment, are not reimbursed. Tips are also not reimbursed. The Contractor should pay for his or her accommodation and include the receipt in the claim for reimbursement. On the basis of such evidence, a maximum fixed amount of EUR 140 per night per person shall be reimbursed.

For each overnight stay in Frankfurt for working days connected to the on-site assignment, the Contractor may claim a fixed per diem of EUR 40 per person. This amount shall cover expenses such as meals, breakfast, drinks, snacks, local transport and taxis. The per diem shall be paid on the basis of a signed timesheet prepared by the hosting Business Area and signed by the Contractor on a daily basis as evidence of presence on-site. Should the Contractor work multiple consecutive weeks on-site, the per diem may also be claimed for the weekend between the two working weeks.

5. Reimbursement procedure

5.1 *Settlement of expenses*

The Contractor should pay travel and accommodation expenses, and be reimbursed subsequently by the ECB. The Contractor should submit a claim for reimbursement on a monthly basis, following any visits to the ECB premises, in the form required by the ECB. The Contractor shall attach the original invoices/receipts (e.g. boarding passes, train tickets or evidence of rail ticket cost in the case of travel by car and hotel invoices) and return them to the Directorate General – Market Infrastructure and Payments within the timeframes specified in the Contract. The claim and attachments should clearly show the nature of the expenses, the date of incurrence and the lump sum/amount claimed. Credit card slips are not accepted. Expenses that are not supported by an invoice or receipt are, in principle, not reimbursed. The Contractor should indicate the relevant bank details and purchase order number (PO number).

Reimbursement of travel, accommodation and subsistence expenses shall be made by the ECB after the approval of the hosting Business Area.

5.2 *Exchange rates*

Claims in currencies other than euro will be paid at the equivalent of the euro amount. When converting amounts in a foreign currency into euro, the ECB applies the exchange rate in force at the time when the Contractor made the paid the expense in question. Eligible expenses that have been incurred during a weekend shall be converted using the exchange rate applicable on the next business day (i.e. usually Monday).

5.3 *Missing invoices*

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