

PROSAFE Manual for Joint Actions

- Financial and Administrative Issues -

SUMMARY

1. Travel & Subsistence costs
 - 1.1. Travel costs
 - 1.2. Daily subsistence costs
 - 1.3. Accommodation stipend
 - 1.4. Participating in several PROSAFE actions on the same journey
 - 1.5. NOT eligible expenditure
 - 1.6. How to be reimbursed
2. Registration of working days
3. Registration of salary information
4. Registration of participants
5. Forms
6. Annexes

1. TRAVEL & SUBSISTENCE COSTS

General rule:

Only the participants from the Authorities, who are participating within the financial scheme of the Joint Action, may obtain a reimbursement of the travel and subsistence costs.

1.1. Travel costs

Participants in the action will have their transportation expenses reimbursed according to the following rules:

- One person from a Member State per meeting; if more organizations from the same Member State are joining a project, they are to coordinate amongst each other and inform PROSAFE who will be the representative to receive the reimbursement of his/her travel and subsistence costs.
- The shortest and most economical route by plane or train between the departure point and the place where the meeting is held must be used.
- The number of stopovers should be limited as much as possible and the costs should never be higher than the costs of a ticket for the most direct route to the place of mission.
- Plane:
 - Only low cost airlines and economy class bookings are eligible, up to a maximum of 600 EUR when justified. Any derogation requires prior approval from the Executive Director.
 - Early booking is required.
 - Original boarding passes or e-tickets and the invoice must be added to the reimbursement request;
- Train:
 - Train tickets can be first class.
 - Original ticket / e-ticket and the invoice must be added to the reimbursement request;
- Car:
 - The shortest route must be taken and proof that local transportation was not available must be submitted;
 - Travel by car is reimbursed on the basis of the equivalent first class rail fare. A print of the railway company webpage showing the indicative price of a booking for the respective period must be attached to the claim.

All other costs are understood to be covered by the daily subsistence allowance and the accommodation stipend (see below).

1.2. Daily subsistence costs

The daily subsistence costs cover meals, sundry expenses, local travel (taxi or public transportation) within the place of mission. These costs are set on the basis of the per diem rates established by the European Commission. To see the rates for each country, please check [Annex I](#).

The duration of the trip, for which a participant receives subsistence allowance, is calculated automatically in the PROSAFE form as follows:

Duration of the trip	Eligible subsistence costs
6 hours or less	The actual expenses are reimbursed
More than 6 hours but not more than 12 hours	½ day
More than 12 hours but not more than 24 hours	1 day
More than 24 hours but not more than 36 hours	1 ½ day
More than 36 hours but not more than 48 hours	2 days
More than 48 hours but not more than 60 hours	2 ½ days

The form assumes in the first instance that participants travel by plane. This implies that 4 hours are added extra to allow for time spent on travelling to and from the home airport. The departure time and the arrival time can be seen on the flight ticket.

However, if you travel solely by train, in row 24 - "Travel to and from home airport", you must change the extra 4 hours to 1 hour (estimated time to arrive from your home/office to the railway station).

Participants are advised to arrive and depart as close as possible to the beginning and end of the meeting.

In cases where participants have been engaged on non-PROSAFE activities, either before or after the meeting, the respective period must be deducted as sightseeing time.

1.3. Accommodation stipend

The accommodation costs are separated from the other subsistence costs.

Hotel costs will be reimbursed up to a ceiling determined for each country and approved by the European Commission. The rates are listed in [Annex I](#).

1.4. Participating in several PROSAFE actions on the same journey

If you participate in meetings for different PROSAFE actions or activities in the same Joint Action on the same journey, separate reimbursement forms should be submitted and the costs divided proportionally. Please also attach a note to the reimbursement forms, where you indicate how PROSAFE should divide the costs over the budgets of the actions.

EXAMPLE:

A participant attends a meeting in *Joint Action A, Task I (A.I)*, on Tuesday and *Joint Action A, Task II (A.II)*, on Wednesday, in Brussels. The participant leaves home on Monday afternoon and returns on Wednesday evening.

The travel cost would be split 50% -50% on the two forms. The participants should include a note under the travel expenses on each form saying: "Meetings organised back to back; travel costs divided 50% - 50% with the Joint Action A, Task II or I", depending on the form.

The hotel costs - one night declared on one form and one night on the other.

The subsistence would be calculated automatically on the form based on the information you introduce in the form at 'time of departure' and 'time of return'. We recommend as follows:

- Meeting A.I - 1st form: from departure time until the end of the meeting;
- Meeting A.II - 2nd form: from the time the previous meeting ends until the participant leaves.

Please note that the form automatically adds 4 hours for your travel to and from the airport. In this case, you would need to declare in cell E24 2 hours on one form and 2 hours on one form. The same applies to the travel by train, when 0,5 is to be introduced in cell E24 on each of the two forms.

1.5. NOT Eligible Expenditures:

- Travelling outside EU without prior permission of the Commission;
- Taxi fees where public transportation is available;
- Plane or train costs when a last minute booking was made;
- Business class booking for plane tickets;
- Travel and subsistence costs are not applicable for the officials of the country where the meeting takes place;
- Higher costs for hotel than the approved ceiling;
- Once hotel and travel arrangements have been cancelled, PROSAFE will not reinstate or cover new hotel and travel arrangements.
- Subsistence and hotel costs outside the country where the meeting takes place cannot be reimbursed.
- Registration fees, health related expenses; life, luggage and cancellation insurances;
- Fuel and tolls are not eligible for reimbursement.

1.6. How to be reimbursed?

Participants must submit the travel reimbursement request back to the PROSAFE Office with complete details and original signature, preferably in blue ink, **within 30 calendar days** of the meeting. No reimbursement is possible if the form is received after this deadline. The address to send the form to is:

*PROSAFE Office,
Avenue des Arts/Kunstlaan 41,
1040-Brussels, Belgium*

The following documentation is required to be attached when forwarding reimbursement claims:

- Original boarding passes/train tickets or e-tickets for each journey;
- Invoices for travel costs for each journey;
- Recent salary data reporting form and salary slip for each reimbursement request;
- If boarding passes or train tickets are missing a signed explanation needs to be provided.

A signed explanation letter is also necessary when exceptional circumstances occur and affect the travel costs/ pattern (e.g. cancelled flight, missing flight connection, etc.)

If the original travel documents are kept in your authority, please send in copies of the documents. The documents should be marked "Original documents rest with authority XX".

Payments will be made at the end of the project, after PROSAFE will have received the final instalment from the European Commission. Certain exceptions may be granted and, in such cases, participants must send a motivation letter to the Executive Director of PROSAFE at nico.olie@prosafa.org.

Should you need further assistance, please contact info@prosafa.org

2. REGISTRATION OF WORKING DAYS

The Commission grants no more than 70% of the costs of the Joint Actions. The participating Member States add the remaining 30% in the form of "contribution pertaining to public officials" (CPPO). In fact, this represents the value in money of the time spent by participants on a project; and here, the salary sheets come in to serve their purpose.

Thus, the importance of receiving time sheets on a regular basis must not be underestimated, as the final contribution from the Commission really depends on the quantity of the CPPO! Please note that too much CPPO can also have negative consequences.

To aid consistency and reporting frequency (and to decrease the administrative burden on the participants), at the end of every month, PROSAFE will send a time sheet template for the coming month to all project participants.

These time sheets must be sent by traditional post to the following address:

*PROSAFE Office,
Avenue des Arts/Kunstlaan 41,
1040-Brussels, Belgium*

The value to fill in per day is a proportion of a full day work starting from 0 to maximum 1 (e.g.: 0.2 for one fifth of a day work. If you work 7.5 hours a day on average, this 0.2 proportion represents 1.5 hour.). Travel time for project meetings is taken into account as well. Please mention if you are not employed full time.

3. REGISTRATION OF SALARY INFORMATION

According to the Commission rules, the staff costs of the market surveillance officials shall be presented as a total cost for the duration of the Joint Action and shall consist of their actual salaries plus social security contributions and other statutory costs forming part of their remunerations.

For corroborating information up to date, we need you to send us the most recent **Salary Data Reporting form** as attachment to each reimbursement request, to enable us to calculate your contribution in kind.

For those who don't join meetings or don't ask for reimbursement, the **Salary Data Reporting form** has to be sent separately on the following occasions to comply with the Commission rules:

- At the beginning of each project year;
- When your gross salary has changed;
- At the end of each project year.

The salary slips will be issued in your own language and national currency. Normally, the social security contributions will not appear on the slip.

Therefore, you are requested to fill in the **Salary Data Reporting Form** to provide the relevant information (in English). Please mention if you are not employed full-time. Take care not to double book any parts of your salary when you fill in the form and please do not send salary slips unaccompanied by the aforementioned form.

Please send the salary data reporting form together with the enclosures as they become available to:

*PROSAFE Office,
Avenue des Arts/Kunstlaan 41,
1040-Brussels, Belgium*

4. REGISTRATION OF PARTICIPANTS

An organisation can change staffing in a Joint Action provided that the objectives of the Joint Action and the various tasks will not be affected. The Commission needs to be informed about any such change as soon as possible (but the Commission doesn't need to approve the change unless it has a significant impact on the overall budget).

If a participation market surveillance authority wants to replace a participant, it must notify the Secretariat and the management of the Activity/Joint Action as soon as possible, using the form for replacing or adding participants.

5. FORMS

All forms can be requested from the Secretariat by sending an email to info@prosafe.org. A copy of all forms can be found at [Annexes](#).

6. Annexes


Annex 1

ANNEX III

DAILY SUBSISTENCE ALLOWANCES APPROVED BY THE COMMISSION FOR COUNTRIES IN THE EUROPEAN UNION

DESTINATION	Daily subsistence allowance in euros	Hotel ceiling in euros
Austria	95	130
Belgium	92	140
Bulgaria	58	169
Cyprus	93	145
Czech Republic	75	155
Denmark	120	150
Estonia	71	110
Finland	104	140
France	95	150
Germany	93	115
Greece	82	140
Hungary	72	150
Ireland	104	150
Italy	95	135
Latvia	66	145
Lithuania	68	115
Luxembourg	92	145
Malta	90	115
Netherlands	93	170
Poland	72	145
Portugal	84	120
Romania	52	170
Slovakia	80	125
Slovenia	70	110
Spain	87	125
Sweden	97	160
United Kingdom	101	175


Annex 2

TIME SHEET								
- To fill in fractions of days -								
			Project Acronym	Please choose from the drop down list				
			Activity	Please choose from drop down list				
			Year	2014				
			Month	September				
			Participant	Use characters as available in the English alphabet				
			Organisation	Please use the acronym from the drop down list				
			Member State	Please choose from the drop down list				
Week 35	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Week 36	Monday <i>1</i>	Tuesday <i>2</i>	Wednesday <i>3</i>	Thursday <i>4</i>	Friday <i>5</i>	Saturday <i>6</i>	Sunday <i>7</i>	Total
								0,00
Week 37	Monday <i>8</i>	Tuesday <i>9</i>	Wednesday <i>10</i>	Thursday <i>11</i>	Friday <i>12</i>	Saturday <i>13</i>	Sunday <i>14</i>	Total
								0,00
Week 38	Monday <i>15</i>	Tuesday <i>16</i>	Wednesday <i>17</i>	Thursday <i>18</i>	Friday <i>19</i>	Saturday <i>20</i>	Sunday <i>21</i>	Total
								0,00
Week 39	Monday <i>22</i>	Tuesday <i>23</i>	Wednesday <i>24</i>	Thursday <i>25</i>	Friday <i>26</i>	Saturday <i>27</i>	Sunday <i>28</i>	Total
								0,00
Week 40	Monday <i>29</i>	Tuesday <i>30</i>	Wednesday	Thursday	Friday	Saturday	Sunday	Total
								0,00
Grand Total							0,00	
Date		Signature of the staff			Date		Signature of the	
DD.MM.YYYY					DD.MM.YYYY			

Please avoid handwriting as it cannot be digitalised.
 Please fill in and send the timesheet in hardcopy as soon as possible to:
PROSAFE Office,
Avenue des Arts/Kunstlaan 41,
1040 Brussels, Belgium

The value to fill in per day is a proportion of a full day work starting from 0 to maximum 1 (ex: 0.2 for one fifth of a day work).
 If you work 7.5 hours a day on average, this 0.2 proportion represents 1.5 hour.)
Travel time to meetings can be included.

[illegible]

Salary Data Reporting Form			
			
Please send this form to:		PROSAFE Office, Avenue des Arts/Kunstlaan 41, 1040 Brussels, Belgium	
Name		Please avoid diacritics	
Organisation		Please choose acronym from the drop down list	
Member State		Please choose name from the drop down list	
A.	Salary data	Month	Year
A.1	Information valid for:	January	2014
A.2	National currency:	EUR	
A.3	Terms of payment:	Monthly	
A.4	Employment type:	Full time	
B.	Monthly data		
NB: Monthly data to be provided for			
- Each submitted reimbursement form			
- Months where your gross salary changes			
B.1	Gross Monthly salary		EUR
B.2	Employers Pension Scheme Contribution		EUR
B.3	Bonus		EUR
B.4	"13th month payment"		EUR
B.5	Holiday Pay		EUR
B.6	Other direct costs (e.g. luncheon vouchers, public transport season ticket, paid telephone, etc.) - please specify		
	#1:		EUR
	#2:		EUR
Not all information may apply in all countries			
C.	Annual (accumulated) salary		
C.1	Gross Annual Salary		EUR
C.2	Employers Pension Scheme Contribution or		EUR %
	Employers Pension Scheme Contribution		
C.3	Bonus		EUR
C.4	"13th month payment"		EUR
C.5	Holiday Pay		EUR
C.6	Other direct costs (e.g. luncheon vouchers, public transport season ticket, paid telephone, etc.) - please specify		
	#1:		EUR
	#2:		EUR
C.7	Employers Social Security Contribution or		%
	Employers Social Security Contribution		
Not all information may apply in all countries			
		DD.MM.YYYY	
Signature		Date	