



ANNEX 7 to the Tender Specifications

REIMBURSEMENT OF TRAVEL EXPENSES

The reimbursement of travel & daily allowance expenses incurred under this contract is paid in euro (EUR) at the rate of exchange in force against the euro (EUR) for the month in which the liquidation is effected (rate applied by the European Central Bank). All claims must be in the currency in which they were paid.

a) Travel expenses

by train: First class fare (used ticket with claim)
 by air: Economy class where available (used ticket with claim)
 by car: The equivalent of first class rail fare

b) Visas

c) Daily allowance

The daily allowance is to include all expenses relating to:

- accommodation
- meals
- local transport including taxis

d) Transfer of professional materials or non-accompanied luggage

Subject to prior approval by the Agency

NOTES:

Taxis are not chargeable.

The daily allowances applicable for the whole duration of the contract are as follows (*):

Austria	:	EUR	225	Belgium	:	EUR	232
Bulgaria	:	EUR	227	Cyprus	:	EUR	238
Czech Rep	:	EUR	230	Estonia	:	EUR	181
Denmark	:	EUR	270	Finland	:	EUR	244
France	:	EUR	245	Germany	:	EUR	208
Greece	:	EUR	222	Hungary	:	EUR	222
Iceland	:	EUR	245	Ireland	:	EUR	254
Italy	:	EUR	230	Latvia	:	EUR	211
Lithuania	:	EUR	183	Liechtenstein	:	EUR	175
Luxembourg	:	EUR	237	Malta	:	EUR	205
Netherlands	:	EUR	263	Norway	:	EUR	220
Poland	:	EUR	217	Portugal	:	EUR	204
Romania	:	EUR	222	Slovak Rep	:	EUR	205
Slovenia	:	EUR	180	Spain	:	EUR	212
Sweden	:	EUR	257	Switzerland	:	EUR	220
Turkey	:	EUR	220	United Kingdom:		EUR	276

(*) Rates are decreased with 25% when the mission exceeds 4 weeks.

Only 50% of the daily allowance is paid in case the night has not been spent at the place of mission.

DAILY SUBSISTENCE ALLOWANCES FOR COUNTRIES OUTSIDE THE EUROPEAN UNION

DESTINATIONS	Daily allowance in EUR	Maximum hotel price in EUR
Afghanistan	50	75
South Africa	50	145
Albania	50	160
Algeria	85	85
Andorra*	68,89	126,57
Angola	105	175
Anguilla	75	140
Antigua and Barbuda	85	140
Netherlands Antilles	90	185
Saudi Arabia	85	195
Argentina	75	210
Armenia	70	210
Aruba	80	185
Australia	75	135
Azerbaijan	70	200
Bahamas	75	115
Bahrain	80	195
Bangladesh	50	140
Barbados	75	140
Belarus	90	135
Belize	50	135
Benin	50	100
Bermuda	70	140
Bhutan	50	130
Bolivia	50	100
Bonaire	90	185
Bosnia Herzegovina	65	135
Botswana	50	135
Brazil	65	180
Brunei	60	165
Burkina Faso	55	90
Burundi	50	115
Caiman Islands	60	135
Cambodia	50	115
Cameroun	55	105
Canada	65	165
Cap-Verde	50	75
Central African Republic	60	80
Chile	70	175
China	55	155
West Bank and Gaza Strip	60	110
Colombia	50	120
Comoros	50	85
Democratic Rep. of Congo	105	140

DESTINATIONS	Daily allowance in EUR	Maximum hotel price in EUR
Republic of Congo	70	115
Cook Islands	50	135
North Korea	50	180
South Korea	100	200
Costa Rica	50	140
Ivory Coast	60	130
Croatia	60	120
Cuba	75	150
Djibouti	65	170
Dominican Republic	60	170
Dominica	75	140
Egypt	65	140
El Salvador	55	125
United Arab Emirates	70	195
Ecuador	50	140
Eritrea	50	80
United States of America (others)	80	200
United States of America (New York)	100	275
Ethiopia	50	145
Fiji	50	120
Gabon	75	115
Gambia	50	120
Georgia	80	215
Ghana	70	140
Granada	75	140
Guadeloupe	65	115
Guam	60	135
Guatemala	50	125
Equatorial Guinea	60	85
Republic of Guinea	50	135
Guinea-Bissau	50	90
Guyana	50	160
French Guyana	55	140
Haiti	65	125
Honduras	50	125
Hong-Kong	60	205
India	50	195
Indonesia	50	145
Indonesia-East Timor	50	110
Iran	55	145
Iraq	60	85
Iceland	85	160
Israel	105	210
Jamaica	60	170

DESTINATIONS	Daily allowance in EUR	Maximum hotel price in EUR
Japan	130	275
Jordan	60	135
Kazakhstan	70	175
Kenya	60	165
Kirghizstan	75	180
Kiribati	60	145
Kuwait	85	195
Laos	50	145
Lesotho	50	100
Lebanon	70	190
Liberia	85	150
Libya	50	175
Macao	55	95
Macedonia (FYR of)	50	160
Madagascar	50	105
Malaysia	50	200
Malawi	50	165
Maldives	50	135
Mali	60	95
Mariannes du Nord, îles	70	135
Morocco	75	130
Marshall Islands	50	135
Martinique	70	110
Mauritius	60	140
Mauritania	50	75
Mayotte	50	110
Mexico	70	185
Micronesia	55	135
Moldova	80	170
Monaco*	72,58	97,27
Mongolia	70	90
Montenegro	80	140
Montserrat	55	140
Mozambique	60	140
Myanmar	50	75
Namibia	50	85
Nauru	50	135
Nepal	50	135
Nicaragua	50	135
Niger	50	75
Nigeria	50	185
Niue	50	135
New-Caledonia	55	135
New-Zealand	60	125

DESTINATIONS	Daily allowance in EUR	Maximum hotel price in EUR
Oman	70	135
Uganda	55	180
Uzbekistan	75	155
Pakistan	50	130
Palau	50	135
Panama	50	160
Papua New Guinea	55	135
Paraguay	50	140
Peru	75	135
Philippines	60	150
French Polynesia	60	135
Puerto Rico	65	140
Qatar	65	135
Reunion	60	90
Russian Federation	90	275
Rwanda	65	160
St Kitts and Nevis	85	185
St Lucia	75	140
San Marino*	60,34	114,33
St Vincent and the Grenadines	75	190
Salomon Islands	50	120
Samoa	50	135
American Samoa	70	135
Sao Tome and Principe	60	95
Senegal	65	135
Serbia	80	140
Seychelles	85	140
Sierra Leone	55	135
Singapore	75	150
Somalia	50	125
Soudan	55	215
Sri Lanka	50	105
St Marten	90	185
Suriname	55	125
Swaziland	50	90
Syria	80	145
Tajikistan	75	110
Taiwan (Province of China)	55	200
Tanzania	50	200
Chad	65	145
Thailand	60	145
East Timor	50	110
Togo	60	95
Tokelau Islands	50	135

DESTINATIONS	Daily allowance in EUR	Maximum hotel price in EUR
Tonga	50	105
Trinidad and Tobago	60	115
Tunisia	60	85
Turkmenistan	80	150
Turks and Caicos Islands	55	135
Tuvalu	50	135
Ukraine	80	190
Uruguay	55	160
Vanuatu	60	110
Vatican*	60,34	114,33
Venezuela	85	125
Virgin Islands (USA)	55	140
Virgin Islands (Great Britain)	75	140
Vietnam	50	205
Wallis and Futuna Islands	50	135
Yemen	60	165
Zambia	50	135
Zimbabwe	50	115
Other Countries	60	145