

NSAC Travel & Subsistence Policy

1. NSAC Members

- 1.1 NSAC members may submit claims for reimbursement of travel expenses, subject to the rules set out below. Travel expenses reimbursed to Members will be limited to a maximum of €400 for rail, air travel or a mileage allowance at the rate used by the European Commission.
- 1.2 Members may also claim a “per diem” allowance for each day of a meeting, as per the European Commission’s daily accommodation and subsistence allowance ([chapter 5.5 Amounts for accommodation and subsistence costs - page 13 &14](#)). The daily allowance paid for each day of the meeting is a flat rate to cover all expenditure at the place where the meeting is held, including for example meals and local transport (bus, tram, metro, taxi, parking, motorway tolls etc.), as well as travel and accident insurance.
- 1.3 Members must submit a signed [claim form](#) within 28 calendar days of the meeting date to the Secretariat. Expenses claims received after this date will not be reimbursed. All travel costs claimed should be evidenced with receipts.
- 1.4 Reimbursement for attendance at the following meetings will be subject to the following restrictions:
- 1.5 General Assembly – expenses within the limits set above may be reimbursed only for the Chairman of the General Assembly.
- 1.6 Executive Committee – expenses within the limits set above may be reimbursed for one representative for each Executive Committee seat unless otherwise agreed by the Secretariat.
- 1.7 Working Groups – expenses within the limits set above may be reimbursed for regular WG members (one person per organisation), including the Group Chair.
- 1.8 Focus Groups Expenses with the limits set above may be reimbursed for approved FG Members , including the Group Chair.
- 1.9 Other Meetings – expenses within the limits set above may be reimbursed for members authorised in writing by the Secretariat to attend other meetings on behalf of NSAC. Members will be chosen either based on their appointed role within NSAC (e.g. Working Group Chairman or Vice Chair of the Executive Committee) or an open call for notes of interest will be issued.

2 NSAC Contractors

- 2.1 Individuals and organisations which have contracts to provide services to NSAC (e.g. the Chairman of the Executive Committee, Secretariat and Rapporteur) are entitled to claim the cost of air or rail travel and reasonable expenses to carry out their contractual obligations. These costs will be limited to a maximum amount per year set out in the contracts and/or tender documents and must be evidenced and supported.

3 Experts Contributing to NSAC Meetings

- 3.1 Individuals and organisations invited to participate as experts at NSAC meetings are entitled to claim the cost of rail, air travel or a mileage allowance at the rates not exceeding 400 EUR in total.
- 3.2 Invited experts may also claim a “per diem” allowance based on the European Commission’s daily subsistence allowance. The daily allowance paid for each day of the meeting is a flat rate to cover all expenditure at the place where the meeting is held, including for example meals and local transport (bus, tram, metro, taxi, parking, motorway tolls etc.), as well as travel and accident insurance. In addition, a flat rate per night is payable where an overnight stay is required, based on Commission’s rules and procedures ([link](#)).
- 3.3 Invited experts must submit a signed claim expenditure form (available on request to the NSAC secretariat) within 28 calendar days of the meeting date to the Secretariat. All travel costs claimed must be evidenced with receipts.