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Administrative Circular

Internal Administrative Circular No 04 - Travel costs on Installation and Departure

This document defines the official rules and procedures regarding the Travel costs on Installation and Departure.

<i>Approval Process</i>			
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Change Log

Internal Administrative Circular No 04 - Travel costs on Installation and Departure (2EV2GJ)

<i>Version</i>	<i>Latest Status</i>	<i>Issue Date</i>	<i>Description of Change</i>
v0.0	In Work	22 Jul 2008	
v1.0	Signed	22 Jul 2008	
v2.0	Approved	29 Sep 2008	
v2.1	Approved	06 Aug 2009	Update of the circular with the new ITER template
v2.2	Signed	12 Apr 2010	Update clarifying conditions of reimbursement for accomodation and other expenses, applicable exchange rates, travel for family members, and other minor changes.
v2.3	Signed	03 Nov 2010	Changes in relation with comments provided by the reviewers.
v2.4	Signed	02 Dec 2010	The reviewers' latest comments have been taken into account. This last version should be suitable for final recommendation and approval.
v2.5	Signed	12 Dec 2014	Update to be consistent with the latest version of the Staff Regulations (mainly changes of format and wording) Otherwise the policy/procedure remains the same
v2.6	Approved	17 Dec 2014	This version takes all reviewers' comments into account.
v3.0	In Work	15 Feb 2016	The purpose of the revision is to simplify and streamline the process by: - Removing the need of submitting quotations for air travel - Removing the need of pre-approval of the excess luggage - Increasing the maximum delay for submitting the claim - Other minor formatting, content changes and clarifications
v3.1	Signed	02 Mar 2016	In addition to the changes included in version 3.0, some additional clarifications concerning: - luggage entitlement - derogations provision
v3.2	Approved	02 Mar 2016	In addition to changes included in versions 3.0 and 3.1, there is a slight amendment to point 5.2.

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Travel Costs on Installation and Departure

1. Purpose

The purpose of this Internal Administrative Circular is to describe in more detail the procedure and conditions regarding reimbursement of travel costs as provided for in the Staff Regulations of the ITER Organization (hereinafter Staff Regulations).

2. References

This document implements the rules concerning the reimbursement of travel costs of ITER Organization staff members in application of Article 13 and Annex IV of the Staff Regulations.

3. Entitlement Rules

3.1 Under the conditions of Article 13 and Annex IV of the Staff Regulations, staff members and their family members (spouse/legal partner and dependent children) shall be entitled to reimbursement of the actual costs of travel on taking up their appointment, on transfer to another duty station more than 100 km away, and when leaving the service of the ITER Organization.

3.2 Travel of the family can take place within 18 months of the date the staff member takes up their duties. When leaving the ITER Organization, travel must take place within 12 months of the date the staff member ceases duties. Travel costs arising after these time limits shall be reimbursed only if duly justified, with the prior authorization of the ITER Organization.

3.3 If the staff member is entitled to have all or part of the travel expenses reimbursed by another entity/body, the total amount reimbursed shall be declared to the ITER Organization and shall be deducted from the total amount due.

4. Reimbursement Rules

4.1 Reimbursement shall be made for the actual cost of travel incurred.

4.2 Travel Expenses include: transportation costs in economy class, meals and accommodation when necessary. Reimbursement of accommodation and meals, if incurred, shall be made within the limits of the Daily Subsistence Ceilings for Staff Members on Official Duty ([QPSQPK](#)) applicable at the time of travelling for the country/ies concerned.

4.3 In the case of a staff member using a rental car or private car, the reimbursement shall be made upon presentation of original receipts for petrol, toll, rental receipt, etc.

4.4. The use of a taxi will only be reimbursed when the use of public transportation is not feasible.

4.5 When travelling by air, in addition to the hand baggage, the staff member shall be entitled to 2 pieces of checked baggage, weighing up to 50kg in total, per person travelling.

The staff member shall be entitled to the reimbursement of the costs of checked baggage not covered by the airline's standard baggage allowance, up to the above limit, upon the

presentation of receipts. The airline's baggage allowance should be taken into account when comparing flight prices and the most cost-effective option should be chosen.

- 4.6 For the purpose of converting expenditure in other currencies to EUROS, the official exchange rates published by the ITER Organization shall be used (IO Exchange Rates - [2DMHTZ](#)).
- 4.7 Requests for derogation to the above provisions, duly justified, shall be submitted to the Human Resources Department (HRD) at least 30 days before the planned travel date.

5. Procedure

- 5.1 The newcomer/departing staff member shall arrange and pay for their transportation using the most cost-effective and practical means of transport, taking into account the diverse individual or household needs.
Exceptionally when ceasing duty, and under certain conditions, reservations can be directly booked by the ITER Organization through its dedicated travel agency.
- 5.2 To claim reimbursement, the Travel Costs Request for Reimbursement ([2E6FTZ](#)), along with all supporting original documents and receipts, shall be submitted to the HRD normally within 30 calendar days from the date of the journey. Claims received more than three months from the date of travel shall not be accepted, except in duly justified cases.

6. Forms and templates

- Travel Costs Request for Reimbursement ([2E6FTZ](#)).