



**Decision of the Executive Director No 79/2024
on the rules for reimbursement of expenses incurred by participants invited to attend the
Agency's activities**

THE EXECUTIVE DIRECTOR,

HAVING REGARD to Regulation (EU) 2021/2303 of the European Parliament and of the Council of 15 December 2021 on the European Union Agency for Asylum¹ (hereinafter 'the EUAA Regulation'), and in particular Article 47(5) thereof,

HAVING REGARD to Management Board Decision No 54 of 14 August 2019 on the EASO Financial Regulation² (hereinafter 'the Agency's Financial Regulation'),

WHEREAS:

- 1) In order to fulfil its mandate as laid down in the EUAA Regulation and meet the objectives in line with its single programming documents, the EUAA organises or co-organises various activities within the scope of the EUAA Regulation, which require the in-person attendance of various participants.
- 2) Persons invited to attend the EUAA's activities may incur costs when travelling from and to the place of the EUAA activity. In principle, such costs should be reimbursed or, in specific cases, directly covered by the EUAA.
- 3) Pursuant to the principle of sound financial management³, clear rules and efficient procedures for reimbursement, advance payment or direct coverage of expenses incurred by the persons invited to attend the EUAA's activities should be established.
- 4) Building on the business and administrative experience gained over the years and in line with the good practice of regularly reviewing the system related to reimbursement of costs of participants invited to attend the EUAA's activities, the applicable rules should be revised and updated.
- 5) Pursuant to Article 13 of Annex VII to the Staff Regulations⁴, the daily subsistence allowance for missions should comprise a flat-rate sum to cover all expenses incurred by the person on mission and accommodation costs should be reimbursed up to a maximum fixed for each

¹ Regulation (EU) 2021/2303 of the European Parliament and of the Council of 15 December 2021 on the European Union Agency for Asylum and repealing Regulation (EU) No 439/2010, (OJ L 468, 30.12.2021, p. 1).

² As amended by Management Board Decision No 74 of 28 July 2021.

³ According to Article 28(1) of the Agency's Financial Regulation, appropriations are to be implemented respecting the principles of economy, efficiency, and effectiveness.

⁴ Staff Regulations of Officials of the European Union ('Staff Regulations'), and the Conditions of Employment of Other Servants of the European Union ('CEOS'), laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68, (OJ L 56, 4.3.1968, p. 1), as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013, (OJ L 287, 29.10.2013 p. 15).



country, on production of supporting documents. The reimbursement of expenses of participants in the EUAA's activities should follow the same principles.

- 6) Experience gained in the use of lump sums and flat-rate financing has shown that such forms of contribution significantly simplify administrative procedures and substantially reduce the risk of error. Therefore, the EUAA will make further efforts to promote the use of flat-rate and lump sums for the reimbursement of eligible expenses.
- 7) In recognition of the significant variability in flight costs from third countries, it is appropriate to adopt a more flexible approach for participants travelling from these regions. Therefore, while the EUAA promotes the efficient use of flat-rate and lump sums, it is necessary to ensure fairness and adequacy in covering the often-unpredictable costs associated with travel from third countries.
- 8) Pursuant to Article 34 of the EUAA Regulation, the Agency should be open to the participation of Iceland, Liechtenstein, Norway and Switzerland. The nature, extent and manner in which Iceland, Liechtenstein, Norway and Switzerland are to participate in the Agency's work should be set out in relevant arrangements. Participants in the EUAA's activities from these countries should therefore be covered by this Decision, to the extent that the relevant activity falls within the scope of the respective arrangements,

HAS DECIDED AS FOLLOWS:

Article 1
Purpose and scope

1. This Decision lays down the rules for reimbursement, pre-financing or direct coverage of travel, subsistence, and accommodation expenses in the following cases:
 - a) Participants invited to participate in an EUAA activity; or
 - b) Costs for a person accompanying a physically or mentally impaired participant or, when requested, for other well-justified reasons and in line with relevant EU practices⁵.
2. This Decision shall not apply to:
 - a) Costs incurred by participants from EU institutions, bodies and agencies, unless the sending institution does not cover the cost of its staff attending the EUAA's activity and there is a specific arrangement agreed by the responsible authorising officer (RAO);

⁵ Special circumstances related to customs, national legislation and others will be treated on a case-by-case basis and require prior approval by the responsible authorising officer.



- b) Costs incurred by the Agency's statutory staff⁶, seconded national experts⁷, trainees⁸, and temporary agency (interim) workers⁹ participating in the EUAA's activities;
- c) The reimbursement of expenses incurred by experts participating in asylum support teams which are governed by rules adopted by the Management Board in accordance with Article 28 of the EUAA Regulation;
- d) External remunerated experts deployed in asylum support teams as well as consultants, contractors and contractors' personnel and temporary agency workers, whose services are contracted via procurement procedures.

Article 2

Definitions

For the purposes of this Decision the following definitions shall apply:

1. 'participant' means a person invited to attend the EUAA activities. They can be employees of national public administrations, of international organisations, of judicial bodies, or individuals representing civil society organisations or working for a private organisation, or experts invited in a personal capacity¹⁰, or trainers whose services are not provided under contract, whether inside or outside the territory of the European Union;
2. 'EUAA activity' means an activity organised or co-organised by the EUAA within the scope of the EUAA Regulation and mentioned in single programming documents and/or as part of, but not limited to, any of the following contributing to the EUAA's objectives: operational and/or capacity building programmes¹¹, projects and roadmaps, training development and delivery, professional development sessions and training sessions (with the exception of *ad hoc* training sessions as referred to in Article 8(5) of the EUAA Regulation and national training sessions co-organised by training national contact points), workshops, seminars, conferences, meetings, capacity-building activities, support and monitoring activities in relation to the Common European Asylum System (CEAS), projects and targeted initiatives or in the context of cooperation with relevant authorities and judicial bodies, activities in relation to the protection of fundamental rights, and relations with the Agency's stakeholders;
3. 'organisation' means a public body within an EU Member State, associated country, third country or international or local organisation or judicial body operating directly or indirectly in the field of asylum and/or reception policy at local, regional, national, European or international level, including civil society and private organisations;

⁶ Temporary agents and contract agents falling within the scope of the Staff Regulations and CEOS.

⁷ With reference to Management Board Decision No 1 of 25 November 2010 laying down rules on the secondment of national experts (SNE) to the European Asylum Support Office.

⁸ Trainees engaged under a traineeship programme organised by the EUAA. Trainees assigned to the EUAA under the official traineeships scheme of the European Commission (blue-book trainees) are covered by the Rules governing the official traineeships scheme of the European Commission (Commission Decision of 2.03.2005 - C(2005)458).

⁹ Within the meaning of Article 3(1)(c) of Directive 2008/104/EC of the European Parliament and of the Council of 19 November 2008 on temporary agency work.

¹⁰ Experts invited in a personal capacity do not represent an organisation.

¹¹ As outlined in Article 1(2)(c), this Decision does not apply to the deployment of asylum support teams.



4. 'associated country(ies)' means countries that have concluded an arrangement with the EU for their participation in the work of the Agency¹²;
5. 'third country(ies)' means countries other than the EU Member States or associated countries;
6. 'third-country participant(s)' means participant(s) of any nationality who, in order to participate in an EUAA activity, travel(s) from a third country to the place of the EUAA activity and return(s) to the place of departure, or any participant travelling to/from an EUAA activity taking place in a third country;
7. 'place of departure' means the city where the participant regularly performs their work-related duties, as self-declared in writing by the participant;
8. 'place of the EUAA activity' means the (geographical) location where an EUAA activity is organised or co-organised to take place;
9. 'force majeure' means any unforeseeable and exceptional event or circumstance beyond the control of the parties involved, which prevents or modifies participation in an EUAA activity and proves insurmountable despite all due diligence. Examples of force majeure include, but are not limited to, natural disasters, war, terrorism, and government actions in the form of sudden regulatory changes and travel restrictions.

Article 3

Invitation

1. An invitation for participation in an EUAA activity shall be approved internally by the RAO prior to being dispatched to (a) participant(s). The invitation may contain supporting documents (i.e., letters, forms, agendas, etc.) as needed for the occasion.
2. An invitation shall be sent by email by the EUAA to the participant(s), including (an) organisation(s) invited to attend the EUAA activity. The invitation shall specify, as a minimum, the name(s) (or designation) of the participant(s) or the number of representatives from the invited organisation, the duration and place of the EUAA activity, as well as the eligible costs to be reimbursed with reference to the applicable reimbursement rules (i.e., this Decision). Apart from invitation by e-mail, other electronic invitation channels may also be used, in line with the available ICT tools and systems, as long as a record of the communication and/or despatch of the invitation to the participant(s) can be retained.
3. The registration modalities for the EUAA activity shall be communicated by the EUAA for each activity.

¹² Currently, only arrangements on the modalities of the associated countries' participation in the European Asylum Support Office remain in force, whereby their participation is limited to activities falling within the scope of the former European Asylum Support Office established by Regulation (EU) No 439/2010 of the European Parliament and of the Council of 19 May 2010 establishing a European Asylum Support Office, (OJ L 132, 29.5.2010, p. 11).



Article 4

Eligible expenses

1. The travel-related expenses, as well as the subsistence and accommodation expenses of participants attending an EUAA activity are eligible for reimbursement¹³, in accordance with Articles 5 and 6 of this Decision, provided they are not in receipt of a similar reimbursement or allowance from any other organisation or person in connection with the same activity, following an invitation by the EUAA.
2. Under the conditions laid down in this Decision in Articles 5 and 6, the EUAA may (co-)finance the following expenses of participants:
 - a) Travel-related expenses from the place of departure to the place of the EUAA activity and return to the place of departure, including other mandatory expenses such as mandatory visas, vaccinations, health tests, participation fees (if applicable), and airport exit taxes;
 - b) Subsistence expenses at the place where the EUAA activity takes place, including meals, local transport, taxis, travel and accident insurance, and any other personal or professional expenses, as well as local transport or taxi expenses at the place of departure (such as for travel to and from an airport, train or bus station, etc.);
 - c) Accommodation costs and applicable taxes at the place where the EUAA activity takes place.
3. In the event of force majeure or other unforeseeable event that does not permit a participant to attend the EUAA activity or requires a modification of their itinerary, the EUAA shall only reimburse the actual incurred costs related to travel and accommodation not exceeding the respective ceilings, provided that no other means are available for the person or organisation to seek reimbursement of those costs. In the event of cancellation by the EUAA of its activity, the EUAA shall fully reimburse the actual incurred costs related to travel and accommodation, provided that no other means are available for the person or organisation to seek reimbursement of those costs. The participant shall take any reasonable steps to minimise such costs and to provide evidence of the measures taken. In such cases, the reimbursement shall be done upon submission of proof of payment. Other unforeseeable events that qualify for reimbursement shall include strikes and personal sickness supported by appropriate evidence. Absence due to participation in labour disputes or financial difficulties cannot be invoked as force majeure or other unforeseeable events.
4. No expenses other than those specified in paragraphs 1, 2 and 3 shall be borne by the EUAA.

Article 5

Travel-related expenses

1. Travel-related expenses incurred in accordance with Article 4(2)(a) of this Decision, shall be covered in the form of an all-inclusive lump sum to contribute towards the expenses, calculated as follows. For each activity or in the event of a combination of successive (back-to-back) activities,

¹³ The EUAA could also organise and directly cover travel-related expenses as specified in this Decision.



the EUAA's contribution for return travel shall be calculated as an all-inclusive lump sum. This lump sum shall be paid by the EUAA regardless of the real costs incurred by the participants. The amount shall depend on the geographic distance between the place of departure and the place of the EUAA activity¹⁴. For the purpose of calculating the all-inclusive lump sum, the distance travelled shall be the linear one-way distance between the aforementioned two geographical points, calculated using the website: <http://www.distancefromto.net/>. The Agency strongly encourages travel by train where possible to reduce the environmental impact.

The amounts to be reimbursed for two-way (return) travel based on the linear one-way distance travelled shall be as follows:

- a) No amount shall be paid if the linear (one-way) distance is 50 km or less;
- b) For linear (one-way) distances above 50 km and up to 500 km, the lump sum for two-way (return) travel shall be 200 EUR;
- c) For linear (one-way) distances above 500 km and up to 1,000 km, the lump sum for two-way (return) travel shall be 350 EUR;
- d) For linear (one-way) distances above 1,000 km and up to 2,000 km, the lump sum for two-way (return) travel shall be 450 EUR;
- e) For linear (one-way) distances above 2,000 km, the lump sum for two-way (return) travel shall be at 600 EUR.

Other travel-related mandatory expenses laid down in Article 4(2)(a) of this Decision shall be reimbursed based on the real costs incurred by the participant, upon presentation of adequate supporting documents.

- 2. In the case of EUAA activities organised in relation to the monitoring mechanism for the operational and technical application of the CEAS¹⁵, the EUAA may directly facilitate the travel arrangements and directly cover the travel costs for all invited participants, if the EUAA has a relevant travel framework contract in place.
- 3. In the case of third-country participants, the EUAA shall insofar as possible facilitate the travel arrangements and directly cover the travel costs or alternatively reimburse the actual travel expenses, upon presentation of adequate supporting documents. In both cases, the travel ceilings laid down in the second sub-paragraph of paragraph 1 shall not apply.

Participants making their own travel arrangements shall book in economy class for optimum cost efficiency and travel on days as close as possible to the days when the EUAA activity is scheduled to start and end. However, if a journey by air involves a flight of four hours or more without stop-overs, the cost of a business class ticket shall be covered. If participants request a different itinerary, the EUAA shall reimburse the actual travel costs up to the total amount of the regular

¹⁴ In the case of one-way travel for combined activities organised by the EUAA, half of the rate set for a return journey shall apply for each leg of the journey, e.g., Berlin-Malta-Bucharest-Berlin. The allowance shall comprise half of the lump sum for each leg Berlin-Malta, Malta-Bucharest and Bucharest-Berlin. In the event of combined activities organised by different organisations taking place in different places, the EUAA covers the two-way (return) travel from the place of departure to the place of the EUAA's activity only. For example, in the case of Berlin-Malta (EUAA activity) back-to-back with an activity in Bucharest organised by another organisation, the EUAA reimburses the full travel lump sum for the distance Berlin-Malta.

¹⁵ Pursuant to Articles 14 and 15 of the EUAA Regulation.

itinerary based on a price comparison¹⁶ provided by the participant with the reimbursement form.

In the event of private car usage for distances of more than 50 kilometres, an allowance of EUR 0.30 per kilometre shall be calculated based on the linear distance between the place of departure and the place of the EUAA activity. This contribution to third-country participants shall cover all expenses¹⁷ associated with the use of the vehicle (i.e., fuel, insurance, motorway tolls, parking fees etc.). No additional costs incurred in the use of car shall be claimed or reimbursed.

4. The lump sums laid down in the second sub-paragraph of paragraph 1 and the kilometric allowance laid down in the third sub-paragraph of paragraph 3 shall be adjusted by a fixed percentage of 4.3 %¹⁸ applied cumulatively on 1 January of each year. The applicable lump sums and allowance shall correspond to those of the year in which the activity started. The following table outlines the lump sums and the kilometre allowance for the upcoming years, considering the cumulative effect of the 4.3 % adjustment.

Distance	2024	2025	2026	2027	2028	2029	2030
Travel other than by private car (rate in EUR)							
> 50 up to 500 km	200	209	218	227	237	247	257
> 500 up to 1,000 km	350	365	381	397	414	432	451
> 1,000 up to 2,000 km	450	469	490	511	533	555	579
> 2,000 km	600	626	653	681	710	741	772
Travel by private car (rate in EUR)							
Kilometric allowance	0.30	0.31	0.33	0.34	0.36	0.37	0.39

Article 6

Daily subsistence and accommodation allowances

1. The amounts of daily subsistence and accommodation allowances shall be calculated based on the place of the EUAA activity, using respectively the flat-rate sums for daily allowance and the

¹⁶ The price comparison must be based on a quotation from the travel agent of the EUAA or a renowned online platform, such as Skyscanner or similar, produced on the date of the booking as evidenced by a print screen. If the quotation on the date of the booking is missing, the EUAA shall exercise the right to reimburse the travel costs at a lower rate.

¹⁷ All the costs related to the use of a private car shall be claimed by the person who incurred the cost. If the costs are shared by more travellers, the EUAA shall accept only one claim from one of the travellers.

¹⁸ 4.3 % corresponds to the average change of the harmonised index of consumer prices (HICP) in the EU over three years in the period 2020 - 2022, expressed as a percentage.



hotel ceiling applicable to missions by officials and other servants of the European Union¹⁹. The allowances are intended as a contribution regardless of the incurred expenses.

2. A subsistence allowance shall be paid by the EUAA to contribute towards the costs described in Article 4(2)(b) of this Decision when the distance between the place of departure and the place of the EUAA activity is more than 50 km. It shall be an all-inclusive daily allowance multiplied by the number of days²⁰ of the EUAA activity attended plus one day.

The following conditions shall apply:

- a) Participants are not entitled to a daily subsistence allowance if the EUAA activity is held within 50 km from the city where they regularly perform their work-related duties;
 - b) In the case of third-country participants only, the subsistence allowance shall be an all-inclusive daily allowance multiplied by the number of days of the EUAA activity attended plus the day(s) on which the participant travels²¹;
 - c) Should any meals be offered by the EUAA or by another organisation, the daily subsistence allowance shall be reduced by 25 % for each lunch offered and by an additional 25 % for each dinner offered. Breakfasts and coffee breaks are not considered a meal.
3. The EUAA shall contribute towards the costs of accommodation laid down in Article 4(2)(c) of this Decision when the distance between the place of departure and of the EUAA activity is more than 50 km. The contribution shall be the maximum fixed amount applicable to the country of the place of the EUAA activity multiplied by the number of days of the EUAA activity attended supported by proof of the accommodation booking²².

The following conditions shall apply:

- a) An additional accommodation allowance and/or daily subsistence allowance may be paid when transportation schedules or booking platforms²³ show that closer connections to the date when the EUAA activity starts and/or ends are unavailable. Participants attending an EUAA activity cannot be required to depart before 08:00 or arrive after 22:00, either at the place of departure or at the place of the EUAA activity. In this context, 'depart' and 'arrive' refer to the scheduled departure and arrival times, respectively, of the main means of transport, i.e. take-off and landing in the case of an aircraft, and the departure and arrival times of all other forms of transport

¹⁹ The flat-rate sums for daily subsistence and the hotel ceiling for accommodation in EU Member States are based on the amounts laid down in Article 13 a) of Annex VII to the Staff Regulations. The current consolidated text on the date of approval of this Decision may be consulted at <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20240101>. In countries outside the European Union the applicable rates and ceilings are fixed by the European Commission and subject to periodic adjustment. On the date of approval of this Decision they are based on Commission Decision C(2002) 98 of 24 January 2002. The specific amounts, if different from those listed in Decision C(2002) 98 of 24 January 2002, should be mentioned in the invitation.

²⁰ For the purpose of the calculation, a fraction of a day is counted as a full day.

²¹ Subject to Article 5(3) of this Decision in case of an alternative itinerary, which only entitles the third-country participant to the daily subsistence allowance for the regular itinerary.

²² The participant(s) whose names appear on the booking shall be reimbursed for the number of nights supported by proof of booking, which shall not exceed the number of days of the EUAA activity.

²³ Such as Skyscanner or similar, produced on the date of the booking as shown in a print screen.



- b) Accommodation for third-country participants shall be either covered directly by the EUAA (subject to the amount not exceeding the maximum fixed hotel ceiling for the relevant country of the place of the EUAA activity) or reimbursed by the EUAA as per paragraph 3 of this Article or based on actual cost incurred if required under a specific institutional agreement;
- c) In the case of EUAA activities organised in relation to the monitoring mechanism for the operational and technical application of the CEAS, the EUAA may directly facilitate the accommodation arrangements and directly cover the accommodation costs for all invited participants, if the EUAA has a relevant framework contract in place.

Article 7

Pre-financing request

1. The organisation employing the participant attending the EUAA activity or the participant, if invited in a personal capacity, (hereinafter ‘organisation or participant’) may submit to the EUAA, no later than three weeks before the start of the EUAA activity, a request for pre-financing for an amount equal to 50 % of the envisaged total amount due in accordance with Articles 4 to 6 of this Decision, provided that the estimated amount of the pre-financing request is higher than EUR 2,000.
2. The request for pre-financing shall contain the following documents:
 - a) a duly completed pre-financing request form²⁴ signed by the organisation or the participant;
 - b) a copy of the invitation referred to in Article 3 of this Decision;
 - c) a Legal Entity File and Bank Account File²⁵ duly completed and signed by the organisation or participant together with the required supporting documents.
3. After the end of the activity, the organisation or participant shall submit a final request for reimbursement for the remaining amount in accordance with Article 8 of this Decision.

Article 8

Reimbursement request

1. The organisation or participant shall submit to the EUAA, preferably within 30 calendar days after the end of the EUAA activity, a request for reimbursement of the costs referred to in Articles 4 to 6 of this Decision. Late requests sent to the EUAA after 60 days from the end of the EUAA activity may be accepted only if the dedicated budget for this activity remains available.
2. The reimbursement request shall indicate costs incurred in euro. Costs incurred in another currency must be converted into euro at the monthly accounting rates established by the Commission and published on its website²⁶, for the specific month or months in which the costs were incurred.

²⁴ Reference number IS-023.01

²⁵ <https://myintracomm.ec.europa.eu/corp/budget/financial-rules/contractors/Pages/lef-baf.aspx>.

²⁶ http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm.



3. The request for reimbursement shall be preferably transmitted to the EUAA by e-mail using the designated e-mail address provided in the reimbursement form or by other designated electronic means²⁷ and shall include the following documents:
 - a) a duly completed reimbursement request form²⁸, signed by the organisation or participant accompanied by all the required supporting documents listed therein, in particular for travel and for accommodation. In the event of use of a private car, the self-declaration in the reimbursement form shall be completed;
 - b) a request for reimbursement shall mention any pre-financing received in line with Article 7 of this Decision;
 - c) a duly completed and signed Legal Entity File²⁹ and Bank Account File of the organisation or participant, together with the required supporting documents.

Article 9

Payments

1. A payment shall be made by the EUAA by means of a bank transfer in euro. Only in the case that the country of the organisation or participant does not allow transactions in euro, the payment by bank transfer may be executed in another currency. Insofar as possible, the payment shall be made by the EUAA within 30 calendar days from the date of receipt of a complete request for reimbursement.
2. Reimbursement of the costs for participants representing national public administration services shall be paid to a bank account in the name of the Member State, one of its ministries or a public body.
3. By derogation from paragraph 2, the EUAA shall reimburse the participants directly (i) following a written (letter) request from the national administration concerned, subject to acceptance by the Executive Director, or (ii) in the case of participants who are members of judicial bodies and are not employees of national public administrations.
4. In the absence of a reimbursement agreement with third-country national authorities, the EUAA may facilitate and cover travel and accommodation costs directly. The reimbursement of daily subsistence allowance costs (in accordance with Article 6 of this Decision) shall be paid to a bank account in the name of the third country participant representing a national authority.
5. Each reimbursement request covering travel expenses, daily subsistence allowance and/or accommodation for a specific EUAA activity shall be processed as a single payment to one bank account.

²⁷ Other electronic means may include, but are not limited to, secure online portals and mobile applications authorised by the EUAA for the submission of reimbursement requests.

²⁸ Refer to footnote 24.

²⁹ Refer to footnote 25.



6. The EUAA may suspend a payment at any time if the organisation or participant is required to produce additional supporting documents or additional checks need to be conducted by the EUAA in order to verify whether the expenses in the request for reimbursement are eligible.
7. The EUAA may refuse to make a payment at any time if the organisation or participant is found or presumed to have infringed the provisions of this Decision, in particular as a result of audits and checks, as provided for in Article 11 of this Decision.
8. The EUAA shall inform the organisation or participant of a suspension or refusal pursuant to paragraphs 6 or 7.
9. The payment procedures described in this Article may be carried out by an external contractor engaged by the EUAA.

Article 10 **Recovery**

1. If any amount is unduly paid to an organisation or participant or if recovery is otherwise justified, the organisation or participant shall repay the EUAA the sum in question under the terms and on the date specified by the EUAA in a recovery note.
2. If the organisation or participant fails to repay the EUAA by the indicated due date, the sum due shall bear interest at the rate applied by the European Central Bank to its principal refinancing operations, as published in the C series of the Official Journal of the European Union and on its website³⁰, on the first day of the month in which payment was due, increased by three and a half percentage (3.5 %) points. The interest shall be payable for the period starting from the day following expiry of the time limit for payment up to the day of payment. Any partial payment shall first cover the interest due.
3. Amounts to be repaid to the EUAA may be offset against amounts of any kind due to the organisation or participant after informing them accordingly. Their prior consent shall not be required.
4. Bank charges incurred for the repayment of amounts due to the EUAA shall be borne entirely by the organisation or by the participant, if invited in a personal capacity.

Article 11 **Checks and audits**

1. The organisation or participant shall undertake to provide any information requested by the EUAA or by any other outside body authorised by the EUAA in order to verify that this Decision is properly implemented.

³⁰ https://www.ecb.europa.eu/stats/policy_and_exchange_rates/key_ecb_interest_rates/html/index.en.html.

2. The organisation or participant shall keep at the EUAA's disposal all original documents, especially accounting and tax records, relating to requests for reimbursements for a period of five years from the date of the relevant reimbursement of costs.
3. The EUAA may request an audit in relation to requests for reimbursement to be carried out either directly by its own staff or by any other outside body authorised to do so on its behalf. Such audits may be carried out throughout the duration of the EUAA activity and for a period of five years from the date of reimbursement of costs incurred for the purpose of that activity. The prior consent of the organisation or participant shall not be required.

Where appropriate, audit findings may lead to (a) recovery decision(s) by the EUAA, as per Article 10 of this Decision.

4. The organisation or participant shall provide the EUAA's staff and/or external personnel authorised by the EUAA with the appropriate rights of access to relevant sites and premises, as necessary, and to all relevant information, including information in electronic format, needed in order to conduct the audits referred to in paragraph 3.
5. By virtue of Council Regulation (Euratom, EC) No 2185/96³¹ and Regulation (EU, EURATOM) No 883/2013 of the European Parliament and the Council³², the European Anti-fraud Office (OLAF) may also carry out on-the-spot checks and inspections in accordance with the procedures laid down by European Union law for the protection of the financial interests of the European Union against fraud and other irregularities.

Article 12

Liability

The EUAA shall not be liable for any material, non-material or physical damage suffered by participants attending EUAA activities, in the course of their journey to and from the event or during their stay at the place of the EUAA activity, including through participants' use of their own means of transport.

Article 13

Exceptional cases

In exceptional cases, the Executive Director, by way of derogation, may decide differently from the provisions laid down in Articles 4 to 8 of this Decision when duly justified for safety reasons or requirements or specific operational needs in the context of an EUAA activity, which cannot be accommodated within the provisions of this Decision. No exception or non-compliance procedure

³¹ Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities (OJ L 292, 15.11.1996, p. 2–5).

³² Regulation (EU, EURATOM) No 883/2013 of the European Parliament and the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF) and repealing Regulation (EC) No 1073/1999 of the European Parliament and of the Council and Council Regulation (Euratom) No 1074/1999 (OJ L 248, 18.9.2013, p. 1–22).



shall apply in such cases.

Article 14
Entry into force

1. This Decision enters into force on 1 June 2025, on which date it repeals and replaces the Decision of the Executive Director No 6 of 14 January 2021 on the rules for reimbursement of expenses incurred by participants invited to attend EASO activities.
2. This decision shall apply to EUAA activities starting on or after the entry into force, irrespective of the dispatch date of the invitation referred to in Article 3.

Done at Valletta Harbour, on 19 February 2025

Signature on file

Nina Gregori
Executive Director