

# Nouveau Guide des missions – New Mission Guide

As of March 28, 2018 Commission new mission guidelines will come to force. Below is an extract of the main changes prepared by unit R.9 for your ease of having a quick overview.

We are in the process of updating JRC own guidelines which would give some further details on the application within our organisation.

## DIFFERENCES BETWEEN OLD AND NEW MISSION GUIDE

### Business Trips

**OLD:** All travel away from place of employment in the interests of the service- a mission order

**NEW:** **Mission** (instruction to travel) = travel away from place of employment solely in the interests of the service

**Authorised travel** (authorisation to travel) = on voluntary basis travel away from Commission buildings, primarily in the individual interests of person concerned but which also involves some benefit for the service.

### Departure / return

**OLD:** not obliged to: leave from place of employment or place of mission before 07:00 (station or other transport) or before 08:00 (airport); arrive at place of mission after 21:00; arrive at place of employment after 23:00.

**NEW:** cannot be required to: leave before 8:00 or arrive after 22:00 (departure and arrival times of main means of transport) either at place of employment or at place of mission, unless the line manager adopts an ad hoc decision, giving reasons, which respects the principles set out in section 1.2. Roles.

### Composition of daily allowances

**OLD:** 15% breakfast, 30% lunch, 30% dinner, 25% sundry costs

**NEW:** 15% breakfast, 25% lunch, 25% dinner, 35% for incidental expenses

### Meal deduction

**OLD:** if meal was provided, even if not attended, it had to be deducted.

**NEW:** if non-attendance justified, the AO may decide not to make the deduction.

### Local taxis at place of mission

**OLD:** covered by 25% of the daily allowances.

**NEW:** reimbursable, if justified and can be accepted by the AO.

### Calculation of daily allowances

**STILL:** up to 6 hrs 0.2 DA, >6hrs to 12hrs 0.5 DA, >12hrs to 24hrs 1 DA

**NEW:** > 24hrs DA calculation pro-rata actual duration (24ths) declared in statement of expenses (including extra time for travel to stations, ports and airports)

### Extra time added for main means of transport

**STILL:** flights 2hrs before take-off and after landing

**OLD:** trains 30mins before departure and after arrival

**NEW:** trains 1hr before departure and after arrival

**NEW:** boats 2hrs before departure and after arrival

To take account of special circumstances, however, the line manager may, by means of a reasoned decision (in MIPS), grant the staff member on mission more time to reach the station, airport or port.

### Travel by private car

**OLD:** Reimbursement on the basis of most appropriate means of public transport with quote from travel agency by train for <400km and by plane for >400km

**NEW:** Reimbursement on basis of km allowance 0.28€/km which covers associated costs of fuel, insurance etc. Tolls and parking are reimbursed separately on presentation of supporting documents. The use of car should be mentioned in the OM (giving nr of km driven + names of passengers) so the AO can agree with this. If they decide subsequently to use their car they must inform the AO so authorisation can be granted. No comparative quote is needed unless the AO asks for quotes to be provided for alternative means of transport.

### Long-stay missions

**OLD:** a mission lasting more than 28 consecutive calendar days in the same place; with option to decide to reduce by 25% daily allowances and hotel rates.

**NEW:** a mission lasting 60 consecutive calendar days or more in the same place: unless there is an explicit derogation, from 60<sup>th</sup> day only entitled to 50% of maximum hotel allowance; from 60<sup>th</sup> day until 180<sup>th</sup> day daily allowances reduced by 25%; from 181<sup>st</sup> day to 365<sup>th</sup> day daily allowance reduced by 50%; after 365 days entitled to 25% of normal daily allowance.

### Day of rest for tiring journey

**OLD:** a day's rest allowed at place of mission before start of meeting if the journey involved a time difference of more than four hours

**NEW:** AO may decide to grant up to 24 hours' rest at place of mission or place of transit before start of mission, if the total duration of the flights is at least ten hours

**Booking methods** (tickets should only be bought after the mission order has been approved)

**OLD:** using Commission-approved travel agency, using the OBT, booking and paying themselves either on Internet or with another travel agency compulsory comparative quote from Commission approved travel agency as basis of maximum reimbursable for travel expenses

**NEW:** can choose between four options for booking tickets: using the OBT; using the Commission approved travel agency; booking and paying themselves by phone, email or internet; booking and paying themselves using another travel agency - agency fees not reimbursable except in exceptional circumstances.

To reduce the risk of price increases affecting the mission, and in the interests of administrative efficiency, the line manager and, where this is a different person, the AO must make a decision without delay on the draft mission order.

Final reservations can be made and confirmed for tickets, accommodation and any other financial commitment connected with the mission once the AO has signed the mission order.

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