

EUROPEAN PARLIAMENT

Provisions governing part-payment of the travel and subsistence expenses of candidates invited by Parliament to sit its internal competitions

These provisions shall apply to officials and other servants of the European Parliament who are invited to sit written and/or oral tests in connection with internal competitions organised by the institution.

For the purpose of taking part in such tests, officials and other servants of the European Parliament shall be entitled to a special mission order from Parliament, the duration of which shall be calculated on the basis of the start and the finish of the tests. Such mission orders shall be covered by budget Item 1610.

Officials or other servants taking such tests must therefore ask their department to draw up a mission order (code: 713) to be countersigned by their immediate superiors and forwarded to the Competitions Unit, PRE 04A001, for signature by the head of the Competitions Unit.

Once they have sat all the tests they must complete their mission order as quickly as possible and send it to PRE 04A001.

The following original supporting documents must be attached: the letter inviting the candidate to attend, the certificate of attendance at the tests, the air ticket (together with boarding cards) or rail ticket, a signed statement concerning the vehicle registration number (if a private vehicle was used), and, where appropriate, a hotel bill.

These provisions shall apply from 15 May 2002.