INTERNAL RULES

GOVERNING MISSIONS AND DUTY TRAVEL

BY OFFICIALS AND OTHER SERVANTS

OF THE EUROPEAN PARLIAMENT

Adopted by decision of the Secretary-General on 10 December 2009.

After consultation of the Staff Committee, the Legal Service, the Equal Opportunities Committee and the Advisory Committee on Prevention and Protection at Work.

These Internal Rules have been adopted pursuant to the General Implementing Provisions (GIPs) approved by Parliament's Bureau on 17 June 2009. They replace the Handbook for Staff Travelling on Mission of 1 February 2005 and the various ensuing notices to staff.

The signed version is the authentic version.

Information on the protection of personal data: the arrangements for managing missions have been notified to the Data Protection Officer in accordance with Regulation 45/2001 of the European Parliament and of the Council of 18 December 2000 (Notification No 91 of 11 August 2006).

The information set out in the annexes is given for guidance and may be changed. Any staff member sent on mission is asked to refer to the Internal Rules and their annexes as updated on Parliament's Intranet site.

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1. DEFINITIONS

Ref.: Articles 1 and 3 of the GIPs

(1) Mission: Any journey undertaken by an official/other servant in the interests of the service or on the basis of shared interest away from his or her place of employment shall constitute a mission. Every mission shall be the subject of a mission order ►(3).

(2) Duty travel: Any journey undertaken by an official/other servant in the interests of the service or on the basis of shared interest away from his or her place of employment to one of Parliament's three places of work (Luxembourg, Brussels, Strasbourg) shall constitute duty travel. In every case, duty travel shall be the subject of a mission order.

These Internal Rules lay down joint arrangements applicable to missions away from the three places of work and duty travel to those three places and contain, where appropriate, specific measures covering duty travel.

(3) Mission order: Administrative document instructing the staff member to be sent on mission to travel away from his or her place of employment.

(4) Mission expenses declaration: Administrative document submitted to the Administration by the staff member sent on mission with a view to securing reimbursement of his or her expenses. It is for the staff member sent on mission to produce all the requisite supporting documents, in particular paid invoices ►(6), when submitting his or her declaration.

(5) Settlement statement: Administrative document produced by the Administration setting out in detail the various expenses defrayed. In most cases, the amount paid to the staff member sent on mission shall consist of the reimbursement of his or her travel ►(44 to 92) and accommodation ►(113 to 125) expenses and the payment of daily allowances ►(105 to 112).

(6) Paid invoice: Any invoice submitted must be clearly marked 'paid' or 'settled'. Should an invoice not be so marked, it shall be for the staff member sent on mission to provide proof of payment (bank transfer slip, bank statement, etc.).

2. RESPONSIBILITIES

Ref.: Article 2 of the GIPs

(7) Staff member sent on mission: The person who undertakes a mission on instructions from his or her hierarchy.

Staff members sent on mission shall receive from the competent authority ►(9), subject to approval by their immediate superior ►(8), a mission order ►(3) which enables them to perform their duties on mission in the most cost-effective way possible.

Staff members sent on mission shall make arrangements for their missions, with the assistance, if they so wish, of the travel agency ►(11; 56).

Staff members sent on mission shall inform their immediate superiors and the competent authority:

- of any mission which can be combined with the mission order to be authorised;
- of any period of leave ►(152 to 156) which can be combined with the mission order ►(3) to be authorised;
- any derogation ►(21; 22) necessary for the proper performance of their mission.

(8) Immediate superior: He or she shall give reasons justifying the mission. In fixing the hours to be worked, he or she shall take account both of the interests of the service and of the well-being of the official/other servant ►(172) concerned. Finally, he or she shall validate the expenses declaration ►(4) duly completed by the staff member sent on mission.

(9) Competent authority: Within Parliament, the competent authority shall be constituted, as appropriate, by the Secretary-General, the relevant director-general, the Jurisconsult and the Internal Auditor. The directors-general and the Jurisconsult may delegate all or part of their powers to authorise missions to their directors on a standing basis.

In the event of such delegation of powers, the director-general concerned shall inform the Director-General of Personnel of his or her decision, submitting with that decision specimen signatures of all the officials to whom powers have been delegated.

By way of derogation from these provisions,

- the Head of the President's Cabinet and the Head of the Secretary-General's Cabinet shall be empowered to authorise missions by members of the respective cabinets;

- the head of each information office shall be empowered to authorise missions within the country in which the relevant information office is located;
  mission orders for such missions undertaken by the heads of the information offices themselves shall be signed by the director-general responsible;

- the chairs of internal committees, working parties, etc. shall be empowered to authorise duty travel between the three places of work for full and substitute members of those bodies;
  mission orders for duty travel by the chairs of such bodies between the three places of work shall be signed by the Director-General of Personnel or his or her representative;
  mission orders for missions by the chairs and members of such bodies away from the three places of work shall be signed by the Director-General of Personnel or his or her representative;

- the Director-General of Personnel or his or her representative shall authorise missions by members of interinstitutional committees;

- the chair of the Staff Committee shall be empowered to authorise duty travel between the three places of work for the members of the Staff Committee;
  mission orders for missions by the chair of the Staff Committee shall be signed by one of his or her duly authorised vice-chairs;
  the Director-General of Personnel or his or her representative shall authorise missions away from the three places of work to be undertaken by the chair and the members of the Staff Committee;

- the Director-General of Personnel or his or her representative shall authorise missions by the members of selection committees for internal competitions and selection procedures.

The officials concerned by these derogations shall forward the requisite specimen signatures to the Director-General of Personnel.

As regards temporary delegations of the power of signature, the rules laid down in Article 5(12) of the Internal Rules on the implementation of Parliament's budget shall apply *mutatis mutandis*.

By signing the mission order, the competent authority shall certify that the mission is justified and take a decision on the corresponding expenditure, confirming that the mission has been organised in the most cost-effective way possible. In so doing, it shall take account of factors including the interests of the service, travel arrangements, derogations requested ►(21; 22), etc. The competent authority shall ensure that it has all the requisite information at its disposal.

The competent authority shall manage the appropriations set aside under the 'Missions' budget for its own directorate-general. It shall be required to act in a manner consistent with the principles of sound financial management laid down by the Financial Regulation, in particular in its Article 27, i.e. economy, efficiency and effectiveness.

(10) Missions Unit: In accordance with the Internal Rules and the powers granted to senior officials, the Secretary-General shall act as principal authorising officer by delegation, the Director-General of Personnel as authorising officer by delegation and the Missions Unit as authorising officer by subdelegation for the budget items relating to missions, in respect of both commitments and payments and recoveries. The Missions Unit shall be at the disposal of the competent authorities and of staff members to be sent on mission to provide them with guidance prior to any decision. It shall be required to inform the competent authority ►(9) in good time of any significant development which might jeopardise the sound financial management of appropriations and draw the competent authority's attention to the various ways of meeting the needs of Parliament's services and their respective costs. In that connection, it may ask the competent authority to reconsider and then confirm a decision it has already taken. It may also challenge a decision taken by the competent authority if it considers that that decision is not consistent with the principles of sound financial management. In that event, and after the matter has been referred to him or her by the Missions Unit, the Secretary-General shall take a final decision.

This allocation of the powers of authorising officer may be modified by a decision of the Secretary-General.

(11) Travel agency: Under the terms of the contract concluded between Parliament and a travel agency, that agency shall be required, on the basis of a notification ►(56), to supply staff members to be sent on mission with all the necessary information so that travel can be arranged in such a way as to meet, as cost-effectively as possible, the service requirements as outlined by those staff members and to issue tickets at the best price available on the market when the mission is confirmed (despatch of the notification), in the light of the details supplied to it.

3. BRIEF DESCRIPTION OF THE PROCEDURE

Ref.: Articles 4 and 9 of the GIPs

Staff members to be sent on mission must:

(12) Prior to departing on mission

- Have received a mission order ►(3) from the competent authority ►(9).

- On the basis of a notification: - book tickets and accommodation, if necessary with the assistance of the travel agency ►(11; 56).
  - check the details of the proposed bookings.

  The competent authority must have signed the mission order before the ticket and accommodation bookings are confirmed.

  In the case of individual missions, the accommodation booked with the travel agency shall be guaranteed by a credit card supplied by the staff member to be sent on mission.

In the case of committee or delegation missions, if the competent authority makes a block booking (several rooms in the same hotel) with the travel agency the booking shall be guaranteed by the Missions Unit ►(10).

- Familiarise themselves with the rules on safety ►(170) and the terms of the travel insurance policy ►(165 to 168) taken out by Parliament.

- Obtain from Parliament's Medical Service the information on health and health precautions (treatments and vaccinations) relating to the mission venue ►(161; 162). Given that some missions may be medically contra-indicated, prior to departing staff members to be sent on mission shall, if necessary, make an appointment with Parliament's Medical Service for a consultation.
  In the case of committee or delegation missions, once the mission has been confirmed the competent authority (lead committee or delegation) shall inform the Medical Service without delay of the names of the staff members to be sent on mission, the venue and the dates and duration of the mission.
  In the interests of efficiency, if a vaccination/booster is required staff members to be sent on mission and the competent authority shall do everything they can to ensure that if possible the vaccination/booster is administered two months prior to the start of the mission.

- Consult the missions Intranet site or contact the Missions Unit ►(10) with a view to obtaining more detailed information.

- If the staff member to be sent on mission does not yet have a corporate credit card ►(35 to 38), he or she may submit an application through the PERSMissions mailbox. All relevant information is available at the Intranet address.

(13) <u>During the mission</u>

In the event of an accident or if they require assistance, contact one of the assistance numbers made available under Parliament's travel insurance policy ►(165 to 168) before taking any other step.

(14) <u>Upon returning from a mission</u>

- Draw up as quickly as possible a mission expenses declaration ►(4) and sign it. Have the declaration signed by their immediate superior ►(8).

- If the amount of expenses earmarked for the mission has been exceeded ►(21; 22), have the declaration signed by the competent authority ►(9).

- Forward the expenses declaration ►(4) without delay to the competent unit, along with all the tickets used (including boarding cards) and the original, duly paid supporting documents ►(6) proving the expenses incurred.
  If the mission involves participation in a parliamentary delegation, a training course ►(137 to 140), a specific programme, such as UNDP-EP or FELLOWSHIP ►(141; 142), a congress, a seminar or a conference ►(143; 144), check that the invitation and work programme have been forwarded to the competent unit.

The Missions Unit ►(10) shall be the competent unit, except in the case of missions linked to professional training. In the case of such missions, the expenses declaration shall be forwarded to the Professional Training Unit, which shall certify that the relevant course has been completed and forward the declaration to the Missions Unit.

4. MISSION ORDER

4.1. Drafting

Ref.: Articles 3 and 4 of the GIPs

(15) The mission order ►(3) authorises staff members to be sent on mission to travel away from their normal place of employment on official business. This document shall contain all the information relating to the organisation of the mission needed to estimate the expenditure involved, in particular the date and place of the mission, the purpose of and/or programme for the mission, the means of transport authorised, the starting and the finishing times for work and the starting and finishing times for the mission.

The mission order must provide the competent authority ►(9) with all the information needed to enable it to sign it in full knowledge of the facts. In cooperation with the service to which they are posted, staff members to be sent on mission shall ensure that all relevant supporting documents are attached to the mission order: agenda for a meeting, programme for a parliamentary visit, invitation to attend a training course ►(137 to 140), a specific programme, such as UNDP-EP or FELLOWSHIP ►(141; 142), a congress, a seminar or a conference ►(143; 144) and, if necessary, a file note, etc.

When the mission order is being drawn up, any derogation ►(21; 22) from normal mission arrangements entailing additional expenses must be documented and brought to the attention of the competent authority, which may authorise it, provided that it is justified by service requirements. Any derogations requested on a personal basis must be arranged directly with the travel agency ►(11; 56) by staff members to be sent on mission.

(16) If several staff members are undertaking a mission to the same place and for the same purpose, a mission establishment plan grouping together several mission orders maybe drawn up. The mission establishment plan shall contain all the requisite information concerning the organisation of the missions involved. It shall include the list of participating officials/other servants and shall indicate, in particular, the purpose, date and place of the mission, the means of transport authorised, the starting and finishing times for work and the starting and finishing times for the mission.

The mission establishment plan must provide the competent authority ►(9) with all the information needed to enable it to sign it in full knowledge of the facts.

4.2. Signature

(17) Prior to the departure of staff members to be sent on mission, the mission order ►(3) must always have been signed by their immediate superior ►(8) and by the competent authority ►(9). Staff members to be sent on mission may be held liable for any financial commitment (in particular ticket and hotel bookings) entered into without the approval of the competent authority (notified by means of the mission confirmation) and, if appropriate, the amount involved maybe deducted from their salary.

(18) Missions on behalf of a directorate-general other than that to which a staff member to be sent on mission is posted must be signed by his or her immediate superior ►(8) and by the competent authority ►(9) of the directorate-general on whose behalf the mission is to be undertaken.

This provision shall not apply to missions undertaken in connection with an interview following the advertising of a vacant post. The mission order ►(3) must then be signed by the person chairing the interview and by the competent authority of the directorate-general which issues the invitation to the staff member to be sent on mission.

(19) Signing of the mission order ►(3) by the competent authority ►(9) shall entitle staff members to be sent on mission to reimbursement of mission expenses up to the ceiling laid down in the rules in force and subject to checks by the authorising officer.

4.3. Sound management by the competent authority

(20) It shall be for the competent authority ►(9) in respect of the mission to manage the resources for which it is responsible. In particular, it must assess:

- the justification for a mission;
- and the justification for any requests for derogations ►(21; 22) from the general rules applicable submitted by staff members to be sent on mission;

in the light of service requirements and the principles of sound financial management, in particular economy and cost-effectiveness. If necessary, it may consult the Missions Unit ►(10).

(21) Cases in which the approval of the competent authority ►(9) is required (type-I derogation)

The competent authority must give its explicit approval in the following cases:

- Change to the duration of the mission ►(93) after the competent authority has approved an original mission order ►(3), if the change entails additional costs;
- Mission interrupting a period of leave ►(157; 158);
- Excess baggage ►(71);
- Refusal by the staff member to be sent on mission to accept the fare proposed by the travel agency ►(11; 56), resulting in the issuing of a more expensive ticket;
- Travel by private car for service reasons ►(78) or for reasons of personal convenience ►(79), except in the case of duty travel ►(2) between the three places of work and missions within the country in which a staff member is employed and training-related missions within the Benelux countries or within a 50-km radius of the place of employment of the staff member to be sent on mission ►(76; 139);
- Travel by rented vehicle ►(80);
- Travel by scheduled boat service ►(82);
- Travel by scheduled flight in the case of duty travel ►(2) between Brussels and Strasbourg in connection with part-sessions ►(54);
- Travel by scheduled flight in 'first class' and the equivalent when 'business class' is no longer available ►(64);
- Reimbursement of the cost of a ticket for a mission which has been cancelled, provided that the cancellation charges ►(89 to 92) payable by the staff member to be sent on mission or Parliament represent more than 20% of the total cost of the ticket. This provision shall not apply to charter flights organised by Parliament;
- The accommodation expenses ceiling ►(113; 114; 116) is exceeded by up to 100%;
- Cancellation ►(124) of a pre-paid accommodation booking, as a result of a failure on the part of the staff member to be sent on mission to show proper diligence;

- Rental ►(125) of a residential hotel room or apartment, up to an amount equivalent to 35% of the nightly accommodation expenses ceiling;

- Estimates for missions in connection with external training courses lasting more than five calendar days, granted in the interests of the service or on the basis of shared interest ►(137 to 140);

- Expenses not covered by the daily subsistence allowance ►(109; 110) which have been incurred in the interests of the service (photocopying charges, non-local telephone charges, inter-city travel expenses) or as a result of *force majeure*;

The Missions Unit ►(10) may ask the competent authority to reconsider a decision or may raise objections to a decision it has taken.

(22) Cases in which the approval of the authorising officer is required (type-II derogation)

Subject to the prior agreement of the competent authority ►(9), the Missions Unit ►(10) must give its explicit approval in the following cases:

- Travel by scheduled flight in connection with missions for which Parliament has arranged special charter flights, where the mission working hours are such as to enable staff members to take the charter flight ►(55) – with the exception of duty travel ►(2) between Brussels and Strasbourg in connection with part-sessions ►(21; 54);

- Travel by private plane ►(74);

- Travel by any means of transport not explicitly provided for in these Internal Rules;

- Taxi fares ►(83; 84) and parking charges ►(85; 86) incurred for imperative safety reasons;

- Payment of the full daily subsistence allowance in cases where a staff member on mission is invited to a meal or has the cost of a meal reimbursed ►(111; 112);

- The accommodation expenses ceiling ►(113; 114; 116) is exceeded by more than 100%;

- Reimbursement over and above the amount of the daily subsistence allowance and/or reimbursement of accommodation expenses if a mission takes place within a 50-km radius of the place of employment of the staff member sent on mission ►(132);

- Rental ►(125) of a residential hotel room or apartment, up to an amount equivalent to 35% of the nightly accommodation expenses allowance;

- Accommodation expenses, on the basis of an estimate, in connection with extended missions ►(130);

- Estimates for missions in connection with external training courses lasting more than three weeks authorised in the interests of the service and on the basis of shared interest ►(137 to 140);

- Payment of daily subsistence allowances ►(108) and reimbursement of accommodation expenses in respect of days of sick leave ►(163; 164) spent at the mission venue in the event of serious illness, if appropriate following consultation of Parliament's Medical Officer.

4.4. Passport and visas

(23) The Protocol Unit in DG Presidency is at the disposal of staff members to be sent on mission should they need information concerning the visas and other formalities (entry, temporary residence and exit) required by the countries to be visited.

At the request of staff members to be sent on mission, the Protocol Unit shall obtain visas. The relevant requests and passports must reach it at least one week prior to the presumed departure date (at least two weeks if several visas are required).

The staff member's passport must be valid for at least six months following his or her return from mission (in keeping with the requirements imposed by most countries) and must contain a sufficient number of blank pages.

(24) Visa charges and ancillary expenses shall be reimbursed on submission of corresponding supporting documents.

(25) The cost of obtaining a passport shall not be reimbursed unless:

- the mission destination necessitates the issuing of a second passport;
- the passport has been used in such a way that it is full prior to its expiry date.

In both cases, a written word of honour stating the reasons for requesting reimbursement of the cost of obtaining a second passport, approved by the competent authority, shall be attached to the mission expenses declaration.

All other expenses linked to the issue of a passport (photos, etc.) shall not be reimbursed.

5. MISSION EXPENSES DECLARATION

Ref.: Article 9 of the GIPs

(26) Upon returning from a mission ►(31) staff members sent on mission must draw up without delay a mission expenses declaration ►(4) which must be signed by their immediate superior ►(8) to whom the power of signature has been delegated.

If the mission has been modified in such a way as to have generated additional costs by comparison with those originally estimated on the mission order ►(3) (for example, if an extension to the duration of the mission ►(93) has served to increase the amount paid in respect of daily subsistence allowances ►(105; 106)), the signature of the competent authority ►(9) shall be required.

(27) Staff members sent on mission shall be required to complete their mission expenses declarations ►(4) correctly and accurately. They shall be required to indicate:

- the hours actually worked;
- the actual departure and arrival times of the means of transport used;
- the means of transport;
- if they paid for their ticket;
- if breakfast was included in the nightly accommodation charge ►(111; 112);
- meals to which they were invited ►(111; 112);

- nights' accommodation paid for by others ►(122; 123);
- where appropriate, any remuneration received ►(134).

(28) Staff members sent on mission shall be required to attach to their expenses declarations ►(4) all the requisite supporting documents:

- tickets:
  - for journeys by rail ►(60), the train ticket;
  - for journeys by air ►(73), the confirmation that an electronic plane ticket has been issued and the boarding card;
  - where the staff member has used a low-cost airline ►(66), proof of payment;
  - taxi bills ►(83; 84) and car-park charge slips ►(85; 86), provided that the use of taxis/car parks is consistent with the implementing rules;
  - tickets for local public transport services ►(87; 88);
- the paid invoice ►(6) for the accommodation ►(113; 115) used, except in cases where flat-rate reimbursement ►(117) has been requested;
- the detailed final programme in the case of missions involving participation in a parliamentary delegation, a training course ►(137 to 140), a specific programme, such as UNDP-EP or FELLOWSHIP ►(141; 142), a congress, a seminar or a conference ►(143; 144), etc.

The above list is not exhaustive. A more detailed list of supporting documents is given in the annex, for guidance.

The Missions Unit ►(10) may request additional supporting documents, giving reasons for so doing.

(29) In the case of missions outside the region defined as 'Europe' by IATA (International Air Transport Association), staff members sent on mission shall be required to attach to their expenses declaration ►(4) a detailed mission report. Such reports shall be drawn up using the model set out in an annex hereto and shall contain all the information needed to draw up the settlement statement ►(5) (days of compensatory leave granted following missions carried out under particularly arduous circumstances ►(68), stopover ►(69), additional days' leave ►(151 to 156), etc.). The report shall be signed by the staff member sent on mission, his or her immediate superior ►(8) and the competent authority ►(9).

(30) Incomplete and/or incorrect expenses declarations shall be returned to the staff member concerned, with a copy forwarded, if necessary, to the competent authority ►(9). All payments shall be suspended.

(31) Any expenses declaration ►(4) received more than three months after completion of the relevant mission shall no longer be admissible, save in duly substantiated exceptional cases (final deadline for submission: six months after completion of the mission).

Travel expenses defrayed and any advances paid shall then be deducted from the staff member's salary or from the settlement ►(5) in respect of a current or future mission.

(32) The account into which the balance of mission expenses is paid must be identical to that into which the staff member's salary is paid, in accordance with Article 17 of Annex VII to the Staff Regulations.

(33) The settlement shall be regarded as an act adversely affecting a staff member within the meaning of Article 90(2) of the Staff Regulations.

Accordingly, any request for rectification of the settlement statement ►(5) received more than three months after notification of the settlement shall no longer be admissible.

Any additional documents must be forwarded within that three-month period.

(34) Exchange rate

Reimbursement of expenses incurred during a mission in a currency other than the euro shall be effected on the basis of the exchange rate published by the European Central Bank which is valid for the first day of the mission. A coefficient of 1.75 % shall be applied in favour of the staff member concerned.

The conversion shall be effected from the currency in which payment was made. Costs linked to a double conversion shall not be defrayed.

If the mission is regarded as equivalent to a long-term mission ►(127 to 131), the rate shall be revised each month, on the day corresponding to the first day of the mission.

6. CORPORATE CREDIT CARD AND ADVANCES ON MISSION EXPENSES

Ref.: Article 4 of the GIPs

6.1. Corporate credit card

(35) The credit card which Parliament makes available free of charge to officials/other servants represents a means of paying expenses incurred during a mission (hotels, restaurants, local transport, etc.). Payments made using the card shall be debited 60 days after the end of the month in which the expenditure was effected. The card shall be domiciled at the account into which the staff member's salary is paid and his or her mission expenses are reimbursed.

A limit of €2500 per month for:

- officials and temporary staff in grades 1 to 8;
- and contract staff;

and of €4000 per month for:

- officials and temporary staff in grades 9 to 16;

has been placed on use of the card.

This limit may be temporarily increased on the basis of a duly substantiated request submitted by the card holder to the Head of the Missions Unit ►(10).

(36) If a cash withdrawal is made outside the eurozone using the corporate credit card ►(35), the commission charges amount to 1% of the amount withdrawn, subject to a minimum of €3.50 per withdrawal.

In the context of a mission outside the eurozone, these commission charges shall be reimbursed in full, on presentation by the staff member sent on mission of a supporting document (credit card statement)

(37) Corporate credit cards shall be issued once a contract has been signed between the staff member to be sent on mission and the credit-card issuer selected by Parliament. The Missions Unit ►(10) shall authorise each request. The credit-card issuer shall process personal data in accordance with the national legislation transposing Directive 95/46/EC. The procedure for processing data was the subject of notification No 132 to the Data Protection Officer of 22 November 2007.

(38) Staff members sent on mission shall remain directly liable vis-à-vis the credit-card issuer for any amounts not paid.

6.2. Advances

(39) Advances may be paid to staff members to be sent on mission, provided that the following conditions are met:

- the staff member to be sent on mission is not the holder of a corporate credit card ►(35);
- the duration of the mission ►(93) is in excess of 24 hours.

(40) Advances shall be granted only on the basis of requests made by staff members to be sent on mission when their mission orders are being drawn up.

(41) The account into which the advance is paid must be identical to that into which the staff member's salary is paid, in accordance with Article 17 of Annex VII to the Staff Regulations.

(42) The advance shall be equivalent to the full amount of daily allowances ►(105; 106) payable in connection with the mission.

(43) Any sums paid by way of an advance shall be regularised when mission expenses are reimbursed.

If an advance has been paid to a staff member for a mission which was subsequently cancelled ►(146), the amount of the advance shall automatically be deducted from the settlement ►(5) for a subsequent mission or, failing that, from a subsequent salary payment.

7. TRANSPORT

Ref.: Article 5 of the GIPs

7.1. General rule

(44) Cost-effectiveness

Journeys shall be undertaken using the most appropriate and most cost-effective means of transport consistent with the purpose of the mission and the interests of the service.

(45) Requirement to show proper diligence

In the case of missions which are organised well in advance and are unlikely to be cancelled ►(89 to 92; 146) staff members to be sent on mission shall be required, on the basis of a notification, to book their tickets at the earliest opportunity in order to obtain the best fares offered by the travel agency.

(46) Choice of airline

Staff members to be sent on mission may not choose the airline with which they wish to travel.

However, they may refuse to travel with any airline included on the Commission's black list ►(67).

(47) Use of a lower class

Use of a class lower than that authorised may not give rise to any form of compensation (extension of the duration of the mission ►(93), outward and return journeys involving additional stages, accommodation costs in excess of the ceiling ►(113; 114; 116), etc.).

(48) Issuing of tickets

Wherever possible, tickets shall be issued electronically.

(49) Departure on mission and return from mission

As a general rule, all journeys shall begin and end at the staff member's place of employment.

(50) Detours made for private reasons

Any additional costs arising from detours made for private reasons, including departures from and/or returns to any place other than the place of employment, shall be defrayed directly and personally by staff members sent on mission. The latter shall be required to declare the additional costs and pay them directly to the agency ►(11; 56) at the time of booking.

(51) Reimbursement

Travel expenses incurred in connection with a mission shall be reimbursed solely on the basis of the cost of the most appropriate and cost-effective means of transport between the place of employment and the mission venue(s).

Reimbursement shall take account of the mission working hours and shall not exceed the amount of the best fares available among the preferential fares negotiated or any other lowest fare available through the approved travel agency ►(11; 56).

(52) Award of air miles

Irrespective of the way a ticket is purchased, Parliament shall remain the owner of any miles awarded and may in turn award those miles to the staff member concerned in connection with a journey undertaken as part of his or her mission. At Parliament's request, the staff member may be required to transfer the miles back into Parliament's account.

(53) Use of air miles

Staff members to be sent on mission shall be required to accept the tickets issued by the travel agency ►(11; 56) either against payment or free of charge, except in cases where the ticket is for a journey involving a stopover and change of plane.

(54) Duty travel between Brussels and Strasbourg

For duty travel ►(2) between Brussels and Strasbourg in connection with part-sessions Parliament shall make available to staff members sent on mission chartered means of transport (train and/or plane) which the latter shall be required to use in preference to any other means of transport. In this specific case, travel by scheduled flight shall be subject to approval by the competent authority ►(9; 21).

(55) Missions for which a special train or plane is chartered

For certain missions Parliament shall make available to staff members sent on mission chartered means of transport (train and/or plane). The staff members concerned shall be required to use these in preference to any other means of transport. The competent authority ►(9) shall take steps to maximise use of these charters by optimising the working hours of the staff members sent on mission. Travel by scheduled flight shall be subject to approval by the competent authority and the Missions Unit ►(10) if the working hours of the staff member concerned are such as to enable him or her to use the chartered means of transport ►(22).

7.2. Travel agency under contract with Parliament

(56) The travel agency ►(11) under contract with Parliament shall assist staff members to be sent on mission in making the best possible travel arrangements, on the basis of the best rates available on the market, at the time when missions are confirmed (despatch of the notification).

The travel agency must provide details of the various rates available, in the light of the mission requirements set out in a notification, in order to enable the competent authority ►(9) to take a decision in full knowledge of the facts.

The travel agency must provide all the information, verbally or in writing, needed to organise travel and shall issue tickets and other documents as quickly as possible.

(57) Staff members who have used another travel agency shall be reimbursed no more than the amount equal to the best rate available from the travel agency ►(11; 56) under contract with Parliament at the time when the mission is confirmed (despatch of the notification).

7.3. Travel by rail

(58) Travel expenses shall be reimbursed on the basis of a journey made by the most cost-effective route ►(44) (in particular as regards journey time), up to a maximum of the first-class rail fare.

(59) The cost of seat reservations and any supplements shall also be reimbursed.

The cost of sleeping-car supplements shall be reimbursed where the journey involves overnight travel lasting not less than six hours between 21.30 and 7.00.

(60) The amount reimbursed under the settlement ►(5) procedure shall be based solely on the supporting documents submitted ►(28).

(61) Travel pass

On request, the cost of a travel pass purchased from one or more rail companies may be reimbursed to staff members travelling on mission. Such a request may be submitted to the Missions Unit ►(10) if the saving generated covers the cost of the pass. The pass (original or, failing that, a copy), proof of payment and the list of missions in connection with which a reduction has been obtained shall be attached to the request. The Missions Unit shall reimburse the full cost of the pass.

7.4. Travel by air

(62) Officials/other servants sent on mission shall be authorised to travel by air:

- if the outward and return journeys by rail ►(58) would total at least 800 km;
- or, irrespective of distance, the journey includes a sea crossing;
- or it would be difficult to reach the destination by rail.

(63) Direct flights

The travel agency ►(11; 56) shall, as a matter of priority, offer direct flights to mission venues, in keeping with the principle of cost-effectiveness ►(44).

(64) Air travel shall be arranged:

- for journeys undertaken within the region defined as 'Europe' by IATA, in 'economy class' or equivalent at the lowest available fare, taking into account the mission working hours and/or any special features of the mission;
- for journeys undertaken outside the region defined as 'Europe' by IATA, in 'business class' or equivalent at the lowest available fare, taking into account the mission working hours and/or any special features of the mission;
- in 'first class' or equivalent if:
  - the staff member sent on mission is accompanying a Member of the European Parliament travelling in that class;
  - 'business class' is no longer available, subject to approval by the competent authority ►(9).

(65) Health problems linked to flying

Officials/other servants who suffer from health problems linked to the vascular system may, on the basis of a duly substantiated note issued by Parliament's Medical Officer, seek authorisation to use 'business class' or equivalent rather than 'economy class' or equivalent, either on a general basis or for a specific mission.

(66) Low-cost airlines

Staff members to be sent on mission may, at their own initiative, book tickets with a low-cost airline. They shall pay for the tickets directly via the Internet and secure reimbursement through their mission expenses declaration ►(4), on the basis of proof of payment ►(28).

(67) Black list

The travel agency ►(11; 56) may not book flights with airlines included on the Commission's black list (http://ec.europa.eu/transport/air-ban/).

(68) Arduous journey

If a journey is undertaken:

- outside the region defined as 'Europe' by IATA
- and includes an uninterrupted flight of six hours or more, excluding any time difference;

24 hours' rest shall be granted both at the mission venue prior to the start of official business and at the place of employment immediately after the return flight.

(69) Stopover

In addition, if a journey includes an uninterrupted flight of 10 hours or more staff members sent on mission may interrupt their journey for a maximum period of 24 hours after that flight, on both the outward and return journeys. Stopovers in the region defined as 'Europe' by IATA shall not be authorised.

(70) Overbooking

Staff members sent on mission who are denied boarding ►(75) shall be required to show proper diligence, in particular by taking all steps to ensure that the travel agency ►(11; 56) under contract with Parliament can seek redress from the airline in question.

(71) Transport of heavy and/or bulky documentation or equipment

Staff members sent on mission shall pay excess baggage charges when checking in, subject to prior approval by the competent authority ►(9). The amount of the charges shall be reimbursed, on presentation of supporting documents, when the mission expenses are settled.

(72) Airport taxes

Airport taxes incurred by staff members sent on mission shall be reimbursed on the basis of supporting documents.

(73) Reimbursement

The amount reimbursed at the settlement ►(5) stage shall be based solely on the supporting documents submitted. Confirmation that an electronic ticket has been issued and original boarding cards must be submitted ►(28). Staff members who have paid for their own air tickets must attach the paid invoice ►(6).

(74) Private planes

Private planes may be used or rented in order to undertake a mission, provided that this is authorised in advance by the competent authority ►(9) and explicitly justified by service requirements and the length of the journey. The assessment of the advisability of using a private plane shall be based mainly on the criterion of cost-effectiveness and a comparison of its cost-effectiveness when set against travel by scheduled flight or train ►(44).

- Should a private plane be used, only the owner of the plane shall be reimbursed, up to a maximum of the cost of the most appropriate means of transport for the journey concerned.

- If a private plane is rented, reimbursement shall be effected, on submission of the paid invoice, up to a maximum of the cost of the most appropriate means of transport for the journey concerned. If the plane was rented by several staff members sent on mission, reimbursement shall be effected on a pro rata basis, up to a maximum of the cost of the most appropriate means of transport for the journey concerned which each of the staff members would have been entitled to use.

(75) Passengers' rights and obligations vis-à-vis Parliament

Regulation (EC) No 261/2004 of the European Parliament and of the Council of 11 February 2004 lays down common rules on compensation and assistance to passengers in the event of denied boarding and of cancellation or long delay of flights within the European Union.

If the cancellation or delay threatens the normal performance of the mission, it shall be for the staff member sent on mission to assess the advisability of continuing or interrupting his or her mission ►(89; 91; 92), if possible after consulting his or her immediate superior ►(8).

In addition, staff members must comply with the following rules:

- On no account may staff members volunteer to take a later flight offered by the airline concerned if they are able to depart as originally scheduled.

- Staff members may not keep travel vouchers. They must declare any such travel vouchers received and attach them to their expenses declaration ►(4).

- Staff members shall indicate on their expenses declaration the amount of compensation received and details of any nights' accommodation or meals paid for by the airline; these shall be taken into account when the mission expenses are settled.

- If the airline does not immediately meet its obligations under the regulation referred to above, staff members must show proper diligence in obtaining a written justification so that the Missions Unit ►(10), with the assistance of the travel agency ►(11; 56), can seek legal redress from the airline.

7.5. Travel by car

(76) Authorisation

Without prejudice to the derogations outlined in paragraph 4.3. ►(21), the use of a car shall be authorised if, in view of the specific features of the mission, it improves the cost-effectiveness of the travel arrangements and/or of the mission itself ►(44), in particular if the vehicle is shared by a number of staff members ►(80).

Such authorisation shall be granted:

- for service reasons ►(78);

- or for reasons of personal convenience ►(79).

The competent authority ►(9) must give its explicit authorisation prior to the use of any car. However, such authorisation shall not be required in connection with:

- duty travel ►(2) between the three places of work;

- missions undertaken in the country in which a staff member's place of employment is situated;

- training-related missions in the Benelux countries or within a 50-km radius of the staff member's place of employment ►(139).

(77) Liability

Staff members sent on mission shall be fully liable for accidents suffered by a vehicle they are using or by third parties as a result of their use of a vehicle whilst on mission and for any traffic offences. Parliament shall not under any circumstances accept claims for compensation or reimbursement.

(78) Travel by private vehicle for service reasons

Service reasons shall be defined as:

- special circumstances which make the use of public transport impossible;

- or a specific request made by the competent authority ►(9) to the staff member to be sent on mission.

In this connection, reimbursement shall be effected on the basis of a per-kilometre allowance. The allowance shall be €0.32 per kilometer. The length of the journey shall be calculated on the basis of the most direct route described on the website www.viamichelin.com. That allowance shall include all expenses (in particular fuel and parking charges), but not motorway toll fees, which shall be reimbursed separately on submission of supporting documents (receipt).

(79) Travel by private vehicle for reasons of personal convenience

Where a private vehicle is used for reasons of personal convenience, only the cost of what would have been the most appropriate means of transport shall be reimbursed.

If the use of a private vehicle for reasons of personal convenience lengthens the mission ►(93), subsistence expenses (daily subsistence allowances and accommodation expenses) shall be calculated on the basis of the journey time using the most appropriate means of transport.

(80) Vehicle hire

Vehicles may be hired only with the prior approval of the competent authority ►(9), and solely for service reasons or in order to make the mission more cost-effective.

Staff members being sent on mission may thus reserve a hire vehicle through the travel agency ►(11; 56) under contract with Parliament. The category of vehicle must correspond to the requirements of the mission, taking into account the number of passengers, the distance to be travelled and the mission venue.

Should it prove necessary in the course of a mission, staff members on mission may hire a vehicle directly from one of the companies approved by Parliament. Approval shall then be given *a posteriori* by the competent authority ►(9).

Reimbursement shall be effected on the basis of the invoice and proof of payment.

(81) Duration of the journey

The duration of a journey may never exceed the average time required to make the journey in question by public transport, save in cases of *force majeure* approved by the Missions Unit ►(10).

7.6. Travel by boat

(82) In the event of travel by scheduled boat service, payment of the cost of the appropriate classes and cabin supplements shall be authorised by the competent authority ►(9) in the light of service requirements, the duration and cost of the journey and cost-effectiveness ►(44).

7.7. Taxi fares in connection with transfers

(83) Taxi fares shall not be reimbursed save in certain exceptional circumstances.

Exceptional circumstances

Taxi fares may be reimbursed:

- if the following two conditions are met:
  - these expenses are linked to transfers between the place of employment and/or the mission venue and an airport or station;
  - the train used leaves the place of employment and/or the mission venue before 7.00
    or the plane used takes off from the place of employment and/or the mission venue before 9.00
    or the train used arrives at the place of employment and/or the mission venue after 21.30
    or the plane used lands at the place of employment and/or the mission venue after 21.00;
- or for imperative safety reasons, subject to approval by the competent authority ►(9) and the Missions Unit►(10).

(84) These expenses shall be reimbursed on submission of the original supporting documents ►(28). The maximum reimbursable amount shall be:

- €35 per journey in the three places of work;
- €50 per journey away from the three places of work.

These ceilings shall be increased by 50% if the taxi charges an increased rate, for example at weekends and on public holidays.

These expenses shall be cumulable: several taxi journeys may be made in the course of a mission ►(93) (up to a maximum of four per mission) or combined with a claim for reimbursement of parking charges ►(85; 86), provided that the taxi and car park are not used in the same place.

7.8. Parking charges in connection with transfers

(85) Parking charges shall not be reimbursed save in certain exceptional circumstances.

Exceptional circumstances

Parking charges may be reimbursed:

- if the following two conditions are met:
  - these expenses are linked to transfers between the place of employment and/or the mission venue and an airport;
  - the plane used takes off from the place of employment and/or the mission venue before 9.00
    or the plane used lands at the place of employment and/or mission venue after 21.00;
- or for imperative safety reasons, subject to approval by the competent authority ►(9) and the Missions Unit ►(10).

(86) These expenses shall be reimbursed on submission of the original supporting documents ►(28). The maximum reimbursable amount shall be €50 per mission.

Reimbursement of parking charges may be combined with reimbursement of taxi fares ►(83; 84) (maximum of two journeys per mission), provided that the taxis are not taken in the same town or city as the car park is used.

7.9. Expenses incurred in using local public transport to make transfers

(87) At the request of staff members sent on mission, expenses incurred in using local public transport may be reimbursed, provided that they relate to transfers between the place of employment and/or the mission venue and an airport, irrespective of the take-off and/or landing time of the plane used.

(88) These expenses shall be reimbursed on submission of supporting documents ►(28) or, failing that, on the basis of a declaration made by the staff member sent on mission clearly indicating the amount involved, provided that amount does not exceed the standard fare for the type of journey concerned.

7.10. Unused tickets

(89) Unused or partially used train and plane tickets must be returned to the Missions Unit ►(10).

(90) Partially used train tickets must be cancelled at the station where the journey was interrupted and details of the unused portion must be written on the tickets.

(91) As regards plane tickets, the staff member concerned must notify the travel agency ►(11; 56) without delay as soon as he or she learns that his or her mission has been cancelled.

(92) If the staff member has been unable to cancel his or her ticket, so that expenses remain to be defrayed by him or her or by Parliament, the request for reimbursement must be duly substantiated and countersigned by the competent authority ►(9) if the expenses generated represent more than 20% of the total cost of the ticket. Below that threshold, the signature of the competent authority ►(9) shall not be required. This provision shall not apply to charters organised by Parliament.

8. DURATION OF A MISSION

Ref.: Articles 6 and 7 of the GIPs

8.1. Starting and finishing times of missions

(93) The duration of a mission shall be the period of time which elapses between the time of departure from and the time of return to the place of employment of the means of transport used.

Travel must be organised in such a way as to make missions as short as possible, taking into account the means of transport used, the times at which work starts and finishes and cost-effectiveness ►(44).

(94) Staff members sent on mission cannot be required:

- (a) to leave their place of employment or the mission venue:
  - before 7.00, if they are using any means of transport other than plane;
  - before 9.00 (take-off time) if they are travelling by plane;
- (b) arrive at the mission venue or their place of employment:
  - after 21.30, if they are using any means of transport other than plane;
  - after 20.00 (landing time) if they are travelling by plane.

8.2. Starting and finishing times calculated for settlement purposes

(95) Local travelling time at the place of employment

For the sole purpose of settling mission expenses ►(5), the duration of a mission ►(93) shall automatically be extended by:

- in the case of journeys by train, 30 minutes prior to departure time on the outward journey and 30 minutes after arrival time on the return journey;
- in the case of journeys by plane, 2 hours prior to take-off time on the outward journey and 2 hours after landing time on the return journey.

In cases where a private vehicle is used, the duration of the mission shall not be extended.

(96) Travel times used to calculate mission expenses for duty travel

For the sole purpose of settling mission expenses ►(5), the outward journey shall be deemed to have been made with the last means of transport available which enables the staff member sent on mission to arrive at the mission venue in time to start work.

By the same token, the return journey shall be deemed to have been made with the first means of transport available which enables the staff member sent on mission to leave the mission venue after finishing work.

(97) Definition of standard travel times in connection with missions

For the sole purpose of the expenses settlement ►(5) the outward journey shall be deemed to have been made using the last available means of transport which enables the staff member sent on mission to arrive at the mission venue:

- at least 30 minutes prior to the start of work, in the case of journeys by train;
- at least two hours prior to the start of work, in the case of journeys by plane.

By the same token, the return journey shall be deemed to have been made using the first available means of transport which leaves from the mission venue:

- at least 30 minutes after the completion of work, in the case of journeys by train;
- at least two hours after the completion of work, in the case of journeys by plane.

(98) If the supporting documents concerning travel ►(28) do not indicate clearly the exact travel times, or if there is an inconsistency between working times and travel times for the mission ►(93), public transport timetables may be taken into account by default.

8.3. Definition of the concepts of early departure and late return and scope of the mission

(99) The following definitions shall apply:

- early departure: any departure from the place of employment before the time specified in ►(94a);
- late return: any arrival at the place of employment after the time specified in ►(94b).

Where an early departure or a late return is unavoidable, staff members to be sent on mission shall be entitled to leave the day before their work on mission is due to start or return the day after their work on mission ends. Reimbursement shall then be effected on the basis of supporting documents (hotel bill) ►(113, 115) in respect of all the overnight stays which the mission ►(93) includes.

If staff members to be sent on mission choose not to take advantage of the possibility of leaving the day before and/or returning the day after their mission, the unsocial hours this entails shall give rise to payment of a flat-rate allowance.

The amount of that flat-rate allowance shall be 30% of the ceiling for accommodation expenses ►(114).

This allowance may be granted in respect of each of the two eventualities (early departure or late return), provided that they do not arise on the same day ►(172).

The flat-rate allowance for unsocial hours shall not be granted for missions outside the region defined as 'Europe' by IATA, missions in respect of which provision has been made for compensation in the form of time off work (day(s) off to recover from an arduous journey ► (68), stopovers ► (69)). Only duty travel to the three places of work and missions within the region defined as 'Europe' by IATA may give rise to payment of this flat-rate allowance.

Payment of a flat-rate allowance for unsocial hours shall not be compatible with a reduction in normal working hours on the day preceding the start of work on mission and/or the day following the completion of work on mission. Financial compensation shall not be compatible with compensation in the form of time off work.

8.4. Weekends and public holidays

(100) If the conditions governing the use of tickets require staff members sent on mission, subject to their agreement, to remain at the mission venue over a weekend, the corresponding daily subsistence allowances ►(109; 110) and accommodation expenses ►(113) may be paid or reimbursed if this is justified on the basis of the criterion of the overall cost-effectiveness of the mission:

Cost of the cheap ticket + daily subsistence allowances for the weekend
+ nights' accommodation
≤
Cost of the ticket at the normal or negotiated fare

(101) If a staff member sent on mission extends the duration of his or her mission ►(93) voluntarily, on the grounds that it coincides with a weekend and/or a public holiday and/or an office-closing day, substitute timetables may be applied for the outward and/or return journeys in keeping with the criterion of optimum cost-effectiveness. These timetables shall be calculated on the basis of the most appropriate means of transport consistent with normal performance of the mission ►(44).

(102) If the mission ►(93) includes a weekend and/or public holiday and/or an office-closing day, daily subsistence allowances ►(109: 110) and accommodation expenses ►(113) for those days may not be reimbursed if the staff member sent on mission spends them at the mission venue, even though he or she would have been able to return to his or her place of employment and then leave on mission once again. This possibility shall be analysed on the basis of the starting and finishing times for work on mission, the authorised means of transport used and optimum cost-effectiveness ►(44).

Should a staff member sent on mission not be entitled to payment of daily subsistence allowances and reimbursement of accommodation expenses for such days, his or her travel expenses incurred in making journeys before and after the weekend and/or public holiday and/or office closing day shall be reimbursed.

This provision shall apply to all missions except those in connection with language courses ► (137 to 140).

8.5. Definition of substitute timetables for duty travel

(103) If a departure the day before work on mission is due to start is unavoidable, and subject to submission of supporting documents (hotel bill ►(113)), the following substitute timetables shall automatically be applied without any time being added ►(95), irrespective of the means of transport chosen, with the exception of chartered trains, charter flights and scheduled flights, for the sole purpose of settling daily subsistence allowances ►(5):

- From Brussels to Luxembourg (and vice versa): 18.00;
- From Brussels to Strasbourg (and vice versa): 16.00;
- From Luxembourg to Strasbourg (and vice versa): 18.00.

If the staff member travels by chartered train, charter flight or scheduled flight, the real timetables shall be applied with time added ►(95).

(104) If a return the day after work on mission has ended is unavoidable, and subject to submission of supporting documents (hotel bill ►(113)), the following substitute timetables shall automatically be applied with no time added ►(95), irrespective of the means of transport chosen, with the exception of a chartered train, charter flight or scheduled flight, for the sole purpose of settling daily subsistence allowances ►(5):

- from Brussels to Luxembourg (and vice versa): 10.30;
- from Brussels to Strasbourg (and vice versa): 12.30;
- from Luxembourg to Strasbourg (and vice versa): 10.30.

In the case of travel by chartered train, charter flight or scheduled flight, the real timetables shall be applied with time added ►(95).

9. DAILY SUBSISTENCE ALLOWANCES

Ref.: Article 7 of the GIPs

9.1. General rule

(105) The duration of a mission shall be determined by adding together the duration of work on mission and the duration of the outward and return journeys. If appropriate, the duration of those journeys shall be calculated on the basis of the official timetables published by transport companies ►(98).

(106) Daily subsistence allowances (DSAs) shall be calculated on the basis of the duration of the mission concerned ►(93):

- up to 12 hours: 0.7 DSA;
- more than 12 hours, but not more than 24 hours: 1 DSA;
- each successive 12-hour period: 0.5 DSA.

(107) The scales for the daily subsistence allowances shall be periodically revised ►(175).

(108) The following shall give entitlement to daily subsistence allowances:

- rest days granted by Parliament under the rules on arduous journeys ►(68) and stopovers ►(69) in accordance with the relevant arrangements;
- days spent at the mission venue between meetings, where justified by the requirements of the mission and in accordance with the criterion of optimum cost-effectiveness.

9.2. Expenses covered

(109) The daily subsistence allowance for missions shall be paid on a flat-rate basis. It shall cover breakfast (10%), two main meals (30% each) and any other personal daily expenses (30%), including local transport and costs resulting from conversions on the basis of unfavourable exchange rates ►(34).

(110) Expenses incurred in the interests of the service (photocopies, local telephone calls, inter-city travel) or in the event of *force majeure* shall be reimbursed on the basis of a decision signed by the competent authority ►(9), subject to submission of corresponding supporting documents.

(111) Meals provided free of charge or whose cost is reimbursed

If a staff member sent on mission is provided with a meal free of charge or has the cost of a meal reimbursed by a Community institution, an administration or an outside body ►(133; 134), he or she must state this fact on the mission expenses declaration ►(4), indicating the number of meals involved. Save in exceptional cases authorised by the Missions Unit ►(10), the daily subsistence allowance shall be reduced accordingly when the expenses declaration is settled. A 30% reduction shall be applied for each meal and a 10% reduction for each breakfast provided free of charge ►(109).

(112) Meals provided as part of a programme and already paid for as such

Where participation in a training course ►(137 to 140), a specific programme, such as UNDP-EP or FELLOWSHIP ►(141; 142), a congress, a seminar or a conference ►(143; 144) gives rise to the reimbursement of expenses by Parliament and the programme forwarded to the staff member sent on mission included meals to be provided free of charge, the daily subsistence allowance shall automatically be reduced by 30% per meal and by 10% per breakfast provided free of charge ►(109).

10. ACCOMMODATION

Ref.: Article 6 of the GIPs

(113) Accommodation expenses shall be reimbursed on submission of supporting documents ►(28), up to the ceilings ►(114) laid down.

(114) The ceilings for reimbursement of accommodation expenses shall be periodically revised ►(175).

(115) The document providing proof of payment (paid accommodation bills ►(6) or equivalent) must be consistent with local tax law. These documents must be attached to the mission expenses declaration ►(4) and must, where appropriate, indicate separately the cost of the breakfast covered automatically by the daily subsistence allowance ►(111).

(116) Derogation

If a staff member sent on mission is obliged to stay in a hotel whose cost exceeds the ceiling set, the competent authority ►(9) may grant additional reimbursement ►(21) up to twice the amount of the ceiling.

If that derogation is insufficient to cover the expenses incurred, the approval ►(22) of the Missions Unit ►(10) must be obtained prior to departure on mission if any subsequent claim for reimbursement is to be valid.

(117) Specific case of duty travel to the three places of work

In the case of duty travel ►(2) to the three places of work, staff members sent on mission may choose not to submit supporting documents ►(28). In that case, a flat-rate amount of 60% of the ceiling ►(113; 114) shall be paid for each night they are authorised to spend at the mission venue.

This flat-rate payment may never be made in respect of nights preceding the start of work on mission work and following the completion of work on mission ►(103; 104).

For the same period of duty travel, staff members sent on mission may on no account combine flat-rate reimbursement of accommodation expenses with reimbursement on the basis of supporting documents. If the mission expenses declaration ►(4) does not make clear which method has been chosen, the Missions Unit ►(10) shall settle mission expenses on the basis of supporting documents.

The flat-rate allowance for unsocial hours shall be granted irrespective of the method of reimbursement chosen (hotel bill or flat-rate).

(118) Specific case of duty travel to Strasbourg

Staff members undertaking duty travel ►(2) to Strasbourg during part-sessions may, on the basis of a request included in their mission expenses declaration ►(4), claim payment of a per-kilometre allowance for travel between the city of Strasbourg and their place of accommodation.

This per-kilometre allowance shall be paid if:

- staff members sent on mission submit a paid hotel bill ►(6);
- the distance between the city of Strasbourg and the place of accommodation is sufficiently great.

The allowance shall be €0.32 per kilometre. The total amount reimbursed in respect of the hotel bill and the per-kilometre allowance may not exceed the ceiling ►(113; 114) for the city of Strasbourg.

(119) Accompanied travel

Staff members sent on mission may share their hotel room with a person not employed by Parliament, at no cost to them, provided that the rate for double use is the same as the rate for single use.

If this is not the case, staff members concerned must ask for the rate for single use to be indicated on the hotel bill. Failing that, 25% of the cost of the double room shall automatically be deducted from the amount billed.

(120) Frequent guest card

On request, the cost of frequent guest cards which they have obtained from one or more hotel chains may be reimbursed to staff members sent on mission. The amount reimbursed shall correspond to 10% of the total bills – calculated on the basis of supporting documents – for the period of validity of the card. This amount may not exceed the cost of the card, up to a maximum of €350. The duly completed request must be submitted within three months following the expiry date of the frequent guest card. The original frequent guest card, proof of payment of the card, a list of relevant missions and copies of the relevant bills in respect of which a reduction was obtained shall be submitted with the request.

(121) Night travel by plane or sleeping car

No reimbursement of accommodation costs may be granted for nights which staff members sent on mission spend on board planes or in sleeping cars. However, subject to certain conditions ►(59) the cost of a sleeping-car supplement may be reimbursed on submission of a bill.

(122) Accommodation provided free of charge or whose cost is reimbursed

If a staff member sent on mission is provided with accommodation free of charge or has its cost reimbursed by a Community institution, an administration or an outside body ►(133; 134), he or she must state this fact on the mission expenses declaration ►(4), indicating the number of nights' accommodation provided free of charge at each mission venue. The relevant accommodation expenses shall not then be reimbursed.

(123) Accommodation provided as part of a programme and already paid for as such

Where participation in a training course ►(137 to 140), a specific programme, such as UNDP-EP or FELLOWSHIP ►(141; 142), a congress, a seminar or a conference ►(143; 144) gives rise to reimbursement of expenses by Parliament, nights' accommodation indicated as being provided free of charge in the programme forwarded to the staff member sent on mission shall not give rise to any reimbursement, even if the staff member fails to declare this.

(124) Cancellation

In the event of the cancellation ►(146), postponement or alteration of a reservation, staff members sent on mission must inform the travel agency ►(11; 56) under contract with Parliament or the hotel chain concerned without delay and in writing (fax or e-mail).

Where cancellation fees are due as a result of a failure on the part of a staff member sent on mission to show proper diligence, he or she shall be liable for the expenses incurred, unless a duly substantiated decision to the contrary is taken by the competent authority ►(9; 21).

(125) Rental of accommodation

If the duration of a mission makes such an arrangement justifiable on cost-effectiveness grounds, staff members sent on mission may, subject to prior approval by the competent authority ►(9; 21), rent a residential hotel room or an apartment, provided that the cost does not exceed 35% of the nightly accommodation ceiling ►(113; 114). Should that figure be exceeded, the prior approval of the Mission's Unit ►(10) shall also be required ►(22).

Staff members concerned must forward with their mission expenses declaration ►(4):

- the rental terms for the period in question (lease or copy of the agreement reached between them and the owner, etc.);
- proof of payment of rent (copy of transfer order, bank statement, etc.).

The Missions Unit ►(10) may advance the amount of the rental guarantee and reimburse the cost of the rent on the basis of supporting documents supplied by the staff member sent on mission: certificate of deposit, lease, proof of payment of rent in the form of bank statements.

11. SPECIFIC CASES

11.1. No-cost mission

(126) If the words 'no cost' are entered against one or more of the three expenditure items indicated on a mission order ►(3) (transport ►(44 to 92), daily subsistence allowance ►(105 to 112), accommodation ►(113 to 125)), no reimbursement shall be granted for the item(s) in question.

11.2. Extended missions

Ref.: Article 7.4. of the GIPs

(127) Travel expenses shall be reimbursed only for one outward journey to and one return journey from the mission venue.

(128) The daily subsistence allowance ►(105; 106) shall automatically be reduced by a quarter from the first day of the mission if that mission lasts for more than four consecutive weeks.

After 10 consecutive months, payment of the daily subsistence allowance shall automatically be discontinued.

(129) Accommodation expenses shall be reimbursed on the basis of:

- an estimate approved by the Missions Unit ►(10) prior to the first day of the mission;
- a paid bill ►(6) submitted with the mission expenses declaration ►(4).

No derogation ►(21; 22) may be granted in respect of accommodation expenses in excess of the ceiling ►(114).

(130) The competent authority ►(9) shall inform staff members sent on extended mission (series of missions, or one long mission with interruptions, to the same venue) that they may rent a residential hotel room or an apartment ►(125).

The Missions Unit ►(10) shall draw the competent authority's attention to problems which may arise.

(131) An extended mission shall not be deemed to have been interrupted if at any stage the staff member sent on mission is required to undertake a short mission to another venue. In that event, for the duration of that short mission the staff member shall be entitled to:

- reimbursement of travel expenses payable under the arrangements applicable to the venue for that mission;
- the daily subsistence allowance ►(105; 106) payable for the venue for that short mission, minus the daily subsistence allowance payable for the venue of the extended mission;
- reimbursement of accommodation expenses payable under the arrangements for the venue for the short mission, on the basis of a paid bill ►(6).

11.3. Missions less than 50 km from a staff member's place of employment

(132) If a mission is undertaken within a 50-km radius of a staff member's place of employment:

- travel expenses shall be reimbursed;
- the daily assistance allowance ►(105; 106) shall be paid at a rate not exceeding 0.3 DSA per period of 24 hours;
- no accommodation expenses shall be reimbursed.

On the basis of a prior, duly substantiated request by the competent authority, the Missions Unit ►(10) may grant a derogation ►(22).

11.4. Expenses paid by organisers

(133) Prior to the mission the competent authority ►(9) shall check that there are no potential conflicts of interest and confirm this when the mission order ►(3) is drawn up.

Tickets shall be provided to the staff members to be sent on mission by the organisers or paid for by the staff members themselves. In the latter case, the staff members' attention shall be drawn to the fact that they are making such payments at their own risk and that Parliament cannot reimburse these expenses if the organisers fail to do so.

(134) Any fees or compensation ►(111; 112; 122; 123) paid by outside bodies must be declared on the mission order ►(3) and/or mission expenses declaration ►(4) and shall be deducted from the balance of expenses for the mission or the staff members' salary.

11.5. Missions by drivers

(135) In the case of drivers, the time at which work on mission starts shall correspond to:

- the time at which the person to be transported is picked up;
- the time at which the journey made to transport goods begins, excluding loading time;

and the time at which work on mission ends shall correspond to:

- the time at which the person transported is dropped off;
- the time at which the journey made to transport goods ends, excluding unloading time.

The time needed to drive to the place where the person or goods are to be picked up and return from the place where the person or goods are dropped off shall be added to this period of work.

(136) If they transport a person, drivers must attach the 'declaration of use of an official car' to their mission expenses declaration ►(4).

11.6. Missions to attend external training courses authorised in the interests of the service

(137) Missions undertaken in order to attend external training courses authorised in the interests of the service shall be subject to the same rules as those applicable to any other mission.

(138) By way of derogation from Article 7.4. of the GIPs, if the duration of the training course exceeds five calendar days of actual training the mission in question shall be deemed to constitute an extended mission ►(127 à 131) and the applicable rules shall be those governing extended missions.

In addition, an estimate shall be submitted in advance to the competent authority ►(9) for approval. It shall cover, in particular, travel expenses, accommodation expenses and the cost of the training. If the duration of the mission exceeds three weeks, that estimate must also be approved by the Missions Unit ►(10).

(139) Solely in connection with participation in training courses, the use of a car shall be authorised►(79), without the explicit prior agreement of the competent authority ►(9) for:

- all missions within the Benelux countries (Belgium, Netherlands, Luxembourg), provided that the place of departure and the mission venue are both situated in the Benelux countries;
- all missions within a 50-km radius of a staff member's place of employment.

11.7. Missions to attend external training courses authorised on the basis of shared interest

(140) Missions undertaken to attend external training courses authorised on the basis of shared interest shall be subject to the same rules as those applicable to missions undertaken to attend external training courses authorised in the interests of the service, with the exception of the following points:

- Transport:

  No travelling time may by granted;

- Daily subsistence allowance ►(105; 106):

  Daily subsistence allowances for days immediately before and after work on mission shall be reduced by 50%;

- Accommodation:

  Accommodation expenses shall be shared equally between Parliament and the staff member sent on mission.

11.8. Missions in connection with specific programmes, such as UNDP-EP or FELLOWSHIP

(141) Missions undertaken in connection with the UNDP (United Nations Development Programme) or FELLOWSHIP programmes shall be subject to the same rules as those applicable to extended missions ►(127 to 131).

(142) Authorisation to participate in a specific programme, such as UNDP-EP or FELLOWSHIP, shall be granted by the relevant competent authority. Requests for reimbursement shall then be forwarded to the Missions Unit.

11.9. Missions to attend a congress, seminar, conference, etc.

(143) Missions undertaken to attend a congress, seminar, conference, etc. shall be regarded as equivalent to missions undertaken to attend external training courses authorised in the interests of the service ►(137 to 139). They shall be subject to the same rules governing reimbursement of expenses.

(144) The arrangements for submitting requests for authorisation and reimbursement in connection with such missions shall be the same as those for missions involving external training courses authorised in the interests of the service.

However, if no registration fees are charged or if those fees are paid by the organiser, the arrangements for requesting authorisation and reimbursement shall be the same as those for a standard mission and approval by the Professional Training Unit shall not be required.

11.10. Missions in connection with participation in an EPSO selection board

(145) Staff members sent on mission in connection with participation in an EPSO selection board shall be required to attach to their mission expenses declaration ►(4) a certificate of attendance duly completed and signed by a representative of EPSO.

12. CHANGES TO A MISSION

12.1. Prior to departure

(146) Cancellation of a mission

In such cases, and irrespective of the reasons for cancellation ►(89 to 92; 124):

- the competent authority ►(9) must cancel the mission order ►(3);

- the staff member to be sent on mission must, where this is physically possible, cancel immediately in writing (fax, e-mail, etc.) the tickets and hotel bookings, by contacting either the travel agency ►(11; 56) under contract with Parliament or the transport companies and hotels concerned. Any expenses incurred as a result of a failure to show proper diligence shall be defrayed by the staff member to be sent on mission. Any rail ticket whose cost cannot be reimbursed and which has not been issued to a named traveller must not be returned to the travel agency, but should be attached to the expenses declaration ►(4) for the cancelled mission;

- the staff member to be sent on mission must indicate what if any cancellation fees he or she has paid;

- if appropriate, the competent authority ►(9) must approve reimbursement of the cancellation fees ►(21) paid by the staff member concerned.

(147) Changes to the dates of a mission

If the competent authority ►(9) has already approved the original mission order ►(3), it must inform the Missions Unit ►(10) of any change to the dates for the mission which will generate additional costs by comparison with the estimate given on the mission order. The Missions Unit shall then make the necessary changes.

12.2. During a mission

(148) Extension of a mission

Missions may have to be extended as a result of unforeseen circumstances.

If the duration of the mission ►(93) originally indicated on the mission order ►(3) is exceeded, giving rise to additional costs, the mission expenses declaration ►(4) must include a reference to this fact and must be approved by the competent authority ►(9).

(149) Interruption of or changes to the mission for service reasons (recall to place of employment)

All expenses incurred in connection with the mission shall be reimbursed.

(150) Interruption of or changes to a mission for personal reasons

All expenses shall be met by the staff member sent on mission, except in cases of *force majeure*, in which event the staff member shall be required to attach relevant supporting documents. Cases of *force majeure* shall be dealt with on the basis of the travel insurance policy ►(165 à 168) taken out by Parliament.

13. MISSIONS AND LEAVE

(151) The following shall be regarded as days of leave:

- days of annual leave;

- days of special leave;

- days of compensatory leave which may be granted under ad hoc rules;

- days of absence not covered by a medical certificate.

This paragraph shall not cover the day's rest granted in order to enable staff members to recover from an arduous journey ►(68), the day's rest granted in connection with a stopover ►(69) and days of duly attested sick leave ►(163; 164).

13.1. Missions combined with a period of leave

(152) The mission order for any mission combined with a period of leave shall be specifically approved by the staff member's immediate superior ►(8) and the competent authority ►(9), ideally when the mission order ►(3) is submitted.

(153) If the period of leave is taken prior to the start of work on mission, either during the outward journey or at the mission venue, the mission shall be deemed to start at the time when work on mission commences.

If the period of leave is taken after completion of work on mission, either at the mission venue or during the return journey, the mission shall be deemed to end at the time when work on mission is completed.

(154) Any additional travel expenses linked to a period of leave taken at a mission venue shall be defrayed by the staff member concerned.

(155) If the period of leave is taken other than at the mission venue, prior to the start and/or following the completion of work on mission, expenses incurred in travelling between the place where leave is taken and the mission venue shall be reimbursed, up to the amount of expenses which the staff member concerned would have incurred in travelling between his or her place of employment and the mission venue.

Any additional expenses incurred in making a leave-related detour shall be defrayed by the staff member concerned.

(156) The staff member concerned shall obtain from the travel agency ►(11; 56) information concerning any additional costs likely to be generated by his or her period of leave.

Upon returning from mission, the staff member concerned shall check that the necessary information is attached to his or her expenses declaration ►(4).

If the staff member fails to provide this information, the Missions Unit ►(10) shall, if appropriate, apply the cost most favourable to Parliament (most favourable transport cost for a staff member who has undertaken the same mission, but without combining it with a period of leave, or, failing that, the estimated transport cost under equivalent conditions).

13.2. Missions interrupting a period of leave

(157) Where justified for service reasons, as substantiated by the competent authority ►(9), all expenses linked to the interruption of and recall from a period of leave ►(158) shall be defrayed by Parliament and treated as mission expenses.

(158) Staff members shall be required to attach to their expenses declaration ►(4) a comprehensive set of original, paid supporting documents ►(6).

13.3. Recall from leave to a staff member's place of employment

(159) If a staff member is recalled from leave to his or her place of employment, no daily subsistence allowance ►(109; 110) shall be paid at the place of employment and no accommodation expenses ►(113) may be reimbursed. Only travel expenses may be reimbursed.

14. MEDICAL ASPECTS OF MISSIONS

14.1. Staff working part time on medical grounds

(160) Unless a derogation is granted by Parliament’s Medical Officer, officials/other servants working part time on medical grounds may not be instructed to go on mission.

14.2. Medical expenses incurred prior to a mission

(161) Parliament’s Medical Service shall provide any preventive treatment and vaccinations required by staff members to be sent on mission. Treatment not provided in-house, for example vaccination against yellow fever, shall the subject of a request for reimbursement to Parliament’s Medical Service.

(162) Officials/other servants frequently sent on mission shall ensure that their vaccinations are up to date.

14.3. Medical expenses incurred during missions

(163) Except in cases of *force majeure*, if, in the course of a mission, staff members are prevented on health grounds from completing their mission, if they are obliged to extend their mission or if they are unable to return to their place of employment they must inform:

- their immediate superior ►(8);
- and the Unit responsible for managing sick leave,

using the quickest means of communication available, in accordance with the internal rules on absence from work and leave. When so doing they shall indicate:

- their exact address;
- any means available of contacting them directly;
- the period of time for which they are likely to be unfit for work.

They must obtain a medical certificate.

If staff members fail to comply with these provisions, the mission expenses settlement ►(5) shall be effected as if the mission had been undertaken in accordance with the timetable originally laid down on the mission order ►(3).

(164) In the event of serious illness, and provided that their state of health is such as to permit this, staff members shall call the single assistance number provided under the travel insurance policy ►(164 to 167).

Expenses shall be defrayed first under the travel insurance policy and subsequently by the Joint Sickness Insurance Scheme (JSIS).

Any other expenses actually incurred (in particular accommodation expenses ►(113)) and allowances (daily subsistence allowance ►(105; 106)) which are not covered by the travel insurance policy or by the JSIS may be paid or reimbursed, on a supplementary basis, on submission of supporting documents, subject to approval by the competent authority ►(9) and the Missions Unit ►(10).

15. INSURANCE

(165) Parliament shall take out a travel insurance policy covering its staff sent on mission to all countries other than that in which their place of employment is located.

That policy shall cover all staff travelling on mission orders duly signed by the competent authority ►(9) and shall apply to the full duration of missions, excluding any period of leave ►(151 to 156) taken before, during or after a mission.

(166) Should a problem arise, the following contact numbers should be used:

Telephone: +32 3 253 69 16

Fax: +32 3 252 69 58

E-mail: helpdeskbbu@vab.be

The emergency centre is on call 24 hours a day, seven days a week. The operators speak at least three languages. Staff members sent on mission may ask to be called back by the switchboard so that they are not required to pay telephone charges themselves.

Staff members must supply all possible information, giving their name and forename, the institution for which they work, their personnel number or, failing that, details of their contractual relationship with Parliament, their place of employment and the policy number.

Policy number: 2.004.760

Staff members must also indicate their location and the nature of their problem and a contact address and telephone number at the mission venue.

(167) Cover, which may or may not be subject to a ceiling, includes:

- transfer of the sick or injured person to a medical centre;
- repatriation of the sick or injured person to his or her place of employment;
- repatriation of baggage;
- dispatch of spectacles, contact lenses, prostheses, etc.;
- dispatch of essential medicines not available on the spot;
- reimbursement of the balance of medical and/or hospitalisation expenses to be defrayed by the insured person following completion of the procedure involving the JSIS and/or any other insurance scheme;
- the loss or theft of a passport, identity card, credit card, etc.;
- transfer of funds in the event of the loss or theft of a wallet, credit cards, etc.;
- the loss or theft of baggage;
- repatriation of the staff member's body in the event of death;
- reimbursement of the cost of a coffin;

- early return from mission in the event of the death of a family member or close colleague, the hospitalisation of a child aged under 18, spouse or parent or serious damage to the staff member's property.

(168) Staff members requiring any further information may contact the unit which manages the insurance policy (see annex).

16. FINAL REMARKS

Ref.: Article 8 of the GIPs

(169) Place of employment and mission venue

Travel within a staff member's place of employment shall not constitute a mission. The main places of employment are Brussels, Luxembourg and Strasbourg (referred to heretofore as places of work). In particular, the 19 boroughs making up the city of Brussels shall be regarded as one place of employment, so that travel between those 19 boroughs may not be the subject of a mission.

Journeys between the various buildings occupied by the European institutions in one town or city shall not necessitate the drafting of a mission order, all these buildings being regarded as located in the place of employment. For example, journeys from Brussels to the Interinstitutional Centre in Overijse or from Luxembourg to the Senningerberg warehouse may not be the subject of a mission.

(170) Organisation of working time

Directive 2003/88/EC of the European Parliament and of the Council of 4 November 2003 concerning certain aspects of the organisation of working time lays down for workers a minimum rest period of 11 consecutive hours within each 24-hour period.

The whole duration of a mission ►(93; 94), incorporating travel and work at the mission venue, shall be regarded as working time.

In keeping with Directive 2003/88/EC, including the derogations it lays down, the competent authority ►(9) and the immediate superior ►(8) concerned shall ensure that this provision is applied to each staff member sent on mission. More specifically, save in exceptional circumstances staff members sent on mission may not be required to report for work until 11 hours have elapsed following the end of their mission. In addition, the competent authority and immediate superiors shall ensure that the specific rules laid down by Parliament in this area are applied.

Irrespective of this legal framework, the timetables set out in these Internal Rules shall be drawn up for the sole purpose of settling mission expenses ►(5).

(171) Safety on mission

In accordance with Council Directive 89/391/EEC of 12 June 1989 on the introduction of measures to encourage improvements in the safety and health of workers at work, Parliament shall continue to implement all the measures needed to guarantee the safety of its staff members travelling on mission.

(172) Prevention and Protection

Staff members authorised to depart the day before the start of work on mission and/or return on the day after the completion of work on mission, in keeping with the provisions governing early departure from and/or late return to the place of employment, should give full consideration to the option of taking accommodation at the mission venue in order to ensure that they are fit for work and to avoid any risk to their own safety (night-time driving, etc.).

Immediate superiors ►(8) shall take into account both the interests of the service and the well-being of staff members when fixing working hours on mission. They shall ensure that no mission includes an early departure and a late return which fall on the same day.

(173) Environmental policy

As an active participant in the EMAS policy, Parliament, which is aware of the environmental impact of missions, wishes to reduce CO_2.emissions. Parliament therefore encourages the use, firstly, of videoconferencing and, secondly public or shared transport (shared rented vehicle ►(80)) wherever possible. In the same way, Parliament advises staff members not to undertake mission-related travel by car wherever possible. As regards transfers to and from the station and/or airport at a staff member's place of employment and at the mission venue, Parliament encourages the use of public transport ►(87; 88).

(174) Disability

The situation of staff members sent on mission who have a disability recognised by Parliament's Medical Officer shall be taken into consideration when:

- the most appropriate means of transport and the rules applicable to travel arrangements are determined;
- the need to stay in a hotel whose cost exceeds the ceiling ►(113; 114; 116) (hotel close to the mission venue, specially equipped hotel, etc.) is assessed.

Parliament's Medical Officer shall specify needs in relation to a specific mission or to missions in general.

(175) Index-linking

Article 13(3) of Annex VII to the Staff Regulations lays down the rules on the index-linking of daily subsistence allowances ►(105 to 108) and accommodation expenses ceilings ►(113; 114).

In addition, any other amount expressed in euros and referred to in these Internal Rules may be index-linked by the authorising officer by delegation.

(176) Entry into force

These Internal Rules shall enter into force on 1 January 2010 and shall apply to missions undertaken as from that date.

Klaus WELLE

ANNEXES

The annexes contain information which may change over time; that information is given here only for guidance.

The annexes do not form an integral part of the Internal Rules.

List of annexes:

- List of countries in the region defined as ‘Europe’ by IATA ►(64);
- Amount of the daily subsistence allowances ►(105 to 108) and the accommodation expenses ceilings ►(113; 114) by country;
- (Non-exhaustive) list of supporting documents to be attached to the mission expenses declaration►(4);
- Standard mission report ►(29);
- Table setting out brief information concerning missions to attend professional training courses►(137 to 140);
- Standard estimate for missions to attend external training courses ►(137 to 140).