

Moving Europe towards a sustainable and
safe railway system without frontiers.

DECISION n° 377

*of the Management Board of the European Union Agency for
Railways amending Decision n° 331 of the Management Board of
the European Union Agency for Railways on reimbursements,
repealing Decisions n° 22, n° 69, n° 185, n° 187 and n°212 and
amending Decision n°318*

THE MANAGEMENT BOARD OF THE EUROPEAN UNION AGENCY FOR RAILWAYS,

Having regard to:

Regulation (EU) 2016/796 of the European Parliament and of the Council of 11 May 2016 on the European Union Agency for Railways (hereinafter referred to as “the Agency”) and repealing Regulation (EC) No 881/2004 (hereinafter called “the Regulation”), and in particular Articles 5(5), 46 to 51, 53, 55(5) and 83 thereof,

Commission Implementing Regulation (EU) 2018/867 of 13 June 2018 laying down the rules of procedure of the Board(s) of Appeal of the European Union Agency for Railways and in particular Articles 29(3), 29(4), 35 and 36 thereof;

Decision n° 331 of the Management Board of the European Union Agency for Railways on reimbursements, repealing Decisions n° 22, n° 69, n° 185, n° 187 and n°212 and amending Decision n°318 (‘MB Decision 331’);

Whereas:

- (1) Article 1 of the Annex to MB Decision 331, sets out the scope of the rules on reimbursement governed by the Management Board;
- (2) The Annex to MB Decision 331 should be amended as described in Recitals (3) and (4) below;
- (3) Article 1(1) should be broadened to encompass Independent External Experts and Persons from outside the Agency who have a proven professional experience and who are invited to give a specific professional contribution in this field;
- (4) Article 1(6) should highlight Article 8 of the Annex. This should make clear that no daily allowance but rather a lump sum as specified in Article 8(2) of the Annex should be available to those in Article 8(1) of that Annex;
- (5) The Annex should avoid any possible confusion that Experts are automatically covered by these rules. Therefore it would be better to extract Article 1(4) of the Annex to MB Decision 331 and insert it into a new Article 8(1) in the Annex;
- (6) With the insertion of a new Article 8 of the Annex, the numbering of the Annex should be changed;
- (7) It would also be appropriate to update the Annex to reflect the most recent rates for daily subsistence and accommodation allowances, as laid down in Commission Implementing Regulation (EU) 2025/693 of 26 February 2025.

HAS DECIDED AS FOLLOWS:

Article 1
Amendment to Decision n° 331

The annex to Decision n° 331 is substituted by the annex to this Decision, which provides for the reimbursement provisions governed by the Management Board.

Article 2
Entry into force

This Decision shall enter into force on the day following that of its adoption. It shall be published on the Agency website.

For the Management Board
On 17/06/2025

Paloma Iribas Forcat
The Chairwoman

Annex: The Agency's rules on reimbursement governed by the Management Board

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Article 1 – Scope

- (1) These rules shall apply to:
 - a) Members of the Agency's Board(s) of Appeal and other experts as described in Commission Implementing Regulation (EU) 2018/867 of 13 June 2018 laying down the rules of procedure of the Board(s) of Appeal of the European Union Agency for Railways¹.
 - b) Members of the Management Board and their Alternates.
 - c) Members of the Pool of Experts, including for their participation to training sessions organised by the Agency.
 - d) Persons from outside the Agency with reduced mobility and who are attending the working party meetings organised by the Agency, in particular for the PRM TSI.
 - e) Persons from outside the Agency who are members of academia and who are invited to give a specific professional opinion and are attending the working party meetings organised by the Agency.
 - f) Independent External Experts, contracted by the Agency to provide assistance with opinions and advice on the applications submitted in the one-stop-shop.
 - g) Persons from outside the Agency who have a proven professional experience in a field covered by the Regulation and who are invited to give a specific professional contribution such as opinion/advice or a presentation in this field.
 - h) Persons accompanying those persons in (d) above.
- (2) The persons in (1) (a) to (g) will be referred to as "Participants".
- (3) The persons in (1) (g) may only be entitled to reimbursement where this is explicitly mentioned in their invitation letter.
- (4) The persons in (1) (h) shall have all the entitlements of Participants under these rules.
- (5) These rules shall apply on condition that those persons in (1) (a) to (h) declare on their honour that they are not receiving a similar allowance or similar allowances from their own administration for the same visit.
- (6) Article 8 makes certain provision for Experts who are not considered as "Participants".

Article 2 – Liability

- (1) The Agency shall not be liable for any material, non-material or physical damage suffered by invited Participants or those responsible for accompanying a disabled Participant in the course of their journey to or stay in the place where the meeting is held, unless such harm is directly attributable to the Agency.

¹ For example, fees for experts providing services to the Board(s) of Appeal shall be the same as those set for other experts assisting the Agency as adopted by the Management Board. Other persons including experts as defined in the Board of Appeal Rules of Procedure Article 35 shall be reimbursed according to this Decision.

- (2) In particular, invited Participants who use their own means of transport for travelling to such meetings shall be entirely liable for any accidents that they might cause, as defined in Articles 5, 6, and 7 of the Regulation.

Article 3 – Reimbursement of travel expenses of Participants

- (1) All Participants shall be entitled to the reimbursement of their travel expenses from the place specified in their invitation (work or home address) to the place of the meeting, by the most appropriate means of transport given the distance involved. In exceptional and justified cases, the Agency may agree to a different point of departure and/or return. This agreement should be given before travel tickets are purchased. If the Agency has agreed to a different point of departure/return, it will reimburse the travel expenses from this point of departure/return. In case the point of departure/return is changed without the prior agreement of the Agency, the reimbursement will be limited to the price of a ticket to and from the member's declared address.
- (2) In general, for journeys of less than 550 km² (one way, according to official distance by rail) this shall be first-class rail travel, and for distances of more than 550 km economy class air travel³. If the journey by air involves a flight of 5 hours or more without stopovers, the cost of a business class ticket shall be reimbursed.
- (3) The authorising officers for commitments shall specifically try to ensure that meetings are organised in such a way as to enable Participants to benefit from the most economical travel rates. The authorising officers for payments shall scrutinise particularly closely any requests for reimbursement involving abnormally expensive flights. They shall have the right to carry out any checks that might be needed and to request any proof from the Participant required for this purpose. They shall also have the right, where it appears to be justified, to restrict reimbursement to the rates normally applied to the usual journey from the Participant's place of work or residence to the meeting place.
- (4) Travel expenses shall be reimbursed on presentation of original supporting documents: tickets and invoices or, in the case of online bookings, the electronic reservation and electronic boarding passes for the outward journey. The documents supplied must show the class of travel used, the time of travel and the amount paid.
- (5) The cost of travel by private car shall be reimbursed at the same rate as the first-class rail ticket.
- (6) If the route is not served by a train the cost of travel by private car shall be reimbursed at the rate of EUR 0.30 per km, which shall be increased or decreased in line with the current rate paid by the European Commission.
- (7) Taxi fares shall not be reimbursed.

Article 4 – Daily allowance of Participants

- (1) The daily allowance shall be provided to Participants upon the attendance of the meeting, which will be supported by the signing of the presence sheet at the relevant meeting(s).
- (2) The rate of the daily allowance per meeting day for every EU member states can be found in the appendix of this Annex⁴.
- (3) The daily allowance is reduced by 50 % if the distance between the place of departure mentioned in

² The duration difference between rail and air travels should remain reasonable. The time to go to and from the airport as well as the registration time should also be taken into consideration.

³ It is recommended to look at high-speed rail and/or night trains when feasible.

⁴ The daily allowance shall follow as necessary the adjustments to be made by the European Commission.

the invitation and the place of the meeting is less than 100 km.

- (4) The daily allowance is made up as follows: 15 % for breakfast, 25 % for lunch, 25 % for dinner, 35 % for incidental expenses, including but not restricted to local transport (bus, tram, metro, taxi, parking, motorway tolls, etc.), as well as travel and accident insurance.
- (5) The daily allowance will be reduced by 25 % for each lunch or dinner and by 15 % for each breakfast provided.
- (6) If, for justifiable reasons, the Participant has not attended the meal provided, the authorising officer may decide not to make the deduction.

Article 5 – Accommodation allowance of Participants

- (1) Participants who have to spend one or more nights at the place where the meeting is held because the time of meetings are incompatible with the times of flights and trains shall also be entitled to an accommodation allowance. The rate per night of the allowance for all EU countries can be found in the appendix of this decision. The number of nights may not exceed the number of meeting days +1.
- (2) The flat rate of the accommodation allowance per night can be found in the appendix of this decisions⁵ and the location of the meeting shall determine the rate to use.
- (3) An additional accommodation allowance and/or daily allowance may, exceptionally, be paid if prolonging the stay would enable the Participant to obtain a reduction in the cost of transport worth more than the amount of these allowances.
- (4) The allowance shall be paid upon presentation of original supporting documents: invoices detailing the price per night, including the potential inclusion of meal(s).

Article 6 – Disability

Where, taking into account any expenses incurred by disabled Participants as a result of their disability or a person accompanying them, should the allowances provided for in Articles 4 and 5 appear to be clearly inadequate, the expenses shall be reimbursed at the request of the responsible authorising officer on presentation of supporting documents.

Article 7 – Reimbursement modalities

- (1) The authorising officer by delegation may, by reasoned decision and on presentation of supporting documents, authorise the reimbursement of expenses which invited Participants had to incur as a result of special instructions they have received in writing.
- (2) All reimbursements of travel expenses, daily allowances and/or accommodation allowances shall be made to one and the same bank account.
- (3) For those Participants to whom this provision applies, reimbursements of their costs of shall be paid into an account in the name of the Member State, one of its ministries or a public body, in the absence of any derogation from the Member State, one of its ministries or a public body.
- (4) The payment order shall be drawn up on the basis of the request for reimbursement, duly completed and signed by the Participant and by the organiser of the meeting responsible for

⁵ The accommodation allowance shall follow as necessary the adjustments to be made by the European Commission.
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certifying the Participant's presence.

- (5) Participants must provide the organiser of the meeting with the documents necessary for their reimbursement, as required by the financial rules applicable to the European Union Agency for Railways⁶, by letter or e-mail postmarked or dated no later than 30 calendar days after the final day of the meeting.
- (6) Unless the Participant can provide a proper justification that is accepted by reasoned decision by the responsible authorising officer by delegation, failure to comply with paragraph 5 shall absolve the European Union Agency for Railways from any obligation to reimburse travel expenses or pay any allowances.
- (7) The travel expenses, daily allowance and, where appropriate, the accommodation allowance, shall be reimbursed in euros at the rate of exchange applying on the day of the meeting⁷.

Article 8 – Provisions on Experts who are not considered “Participants”

- (1) Experts who are not “Participants” may be Railway Sector Representatives (private-sector experts) or Experts from national authorities and bodies (government experts) or Independent Experts or Other Experts:
 - a) Private-sector experts are individuals who represent civil society or work for a private organization, as listed by the Committee established by Article 21 of Directive 96/48/EC, who have been invited to give the European Union Agency for Railways the benefit of their personal expertise or to represent their organisations in a specific area, but not to defend the interests of a particular country.
 - b) Government experts are individuals who have been invited as representatives of a national safety authority, established according to Article 16 of Directive 2016/798/EC, or as representatives of a national investigation body, established according to Article 22 of Directive 2016/798/EC, who
 - i. Have been invited in meetings with the networks established by the Agency to support their activities as well as to task forces nominated by the network members after a proposal by the Agency;
 - ii. Have been explicitly invited by the Agency to participate as experts in working parties established according to Article 5 of the Regulation;
 - iii. Have been invited to the Agency or its working parties to provide expertise on a specific subject.
 - c) Independent experts are individuals recognised as competent in the field concerned, in line with Article 5(2) of the Regulation, who have been invited to provide expertise on a specific subject.
 - d) Other experts are individuals recognised as competent in the field of administration who have been invited to provide expertise on a specific subject.
 - e) Representatives from trade unions who are invited to give a professional opinion in a working party or by personal invitation.
- (2) Exceptionally, upon an Executive Director’s decision for each individual case, persons in paragraph 1 may be entitled to a lump sum of 600 euros per full meeting day.

⁶ Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union (recast) OJ L, 2024/2509, 26.9.2024 and Decision n°206 of the Management Board of the European Union Agency for Railways adopting the new ERA financial regulation.

⁷ The exchange rate applied will be found on InforEuro.

Article 9 – Provisions on payments to beneficiaries for reimbursement and monitoring in respect of Board of Appeal

- (1) In accordance with Article 80(3) of the Regulation payments to the beneficiaries for reimbursements should be charged to the income generated by the Agency from fee-related activities.
- (2) The Board(s) of Appeal shall introduce a system to monitor the attribution of days of work of its members, the planning and number of meetings/hearings/deliberations related to cases as well as other meetings and report to the Management Board regularly.
- (3) A common system for the monitoring in paragraph 2 shall be established when there are more than one Board of Appeal.

Appendix to the Annex

The list hereunder presents the rates fixed by the European Commission⁸. Different locations have different rates, as shown in this list. This appendix shall be changed from time to time, guided, for example, by updated rates set by the European Commission. Such change would be notified by Executive Director decision and published on the Agency's website.

Country	Daily allowance	Accommodation allowance
Austria	131	158
Belgium	132	171
Bulgaria	78	121
Croatia	99	132
Cyprus	103	145
Czechia	98	149
Denmark	172	208
Estonia	125	118
Finland	155	170
France	127	212
Germany	123	154
Greece	108	134
Hungary	93	135
Ireland	144	191
Italy	116	178
Latvia	110	128
Lithuania	103	114
Luxembourg	142	178
Malta	109	166
Netherlands	137	190
Poland	95	126
Portugal	95	121
Romania	88	109
Slovakia	104	120
Slovenia	108	140
Spain	101	154
Sweden	135	198

⁸ The scale provided for in Article 1 of Commission Delegated Regulation (EU) 2025/693 of 26 February 2025 on reviewing the scale for missions by officials and other servants of the European Union in the Member States.