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# INTERNAL GUIDE OF MISSIONS FOR SECRETARIAT STAFF

## XIV AIE General Assembly

*The provisions of this guide apply to missions by staff at AIE secretariat, such as employees, volunteers and any member of the secretariat.*

*The document has been approved by the AIE General Assembly  
on March 27<sup>th</sup>, 2017 Dubrovnik  
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On February 2<sup>nd</sup>, 2018 Termoli*

**Adriatic Ionian Euroregion**

[www.adriaticionianeuroregion.eu](http://www.adriaticionianeuroregion.eu)



### **Article 1**

The provisions of this guide apply to missions by secretariat staff of the Adriatic Ionian Euroregion (employees, volunteers and any member of the secretariat) based at headquarters of the association (legal seat, Secretariat Office, Brussels Office) which are involved in external and internal meetings, as well as EU project meetings.

### **Article 2**

Definition of missions: whenever secretariat staff members are required to travel away from the headquarters of the Euroregion (legal seat, Brussels office, Secretariat office etc.) for the requirements of the service, this constitutes a mission.

### **Article 3**

Staff members going on mission must be authorised by the President of the Association in case of statutory meetings and by the Secretary General (or Project coordinator) in case of external meetings and EU project meetings. They must follow a mission programme which allows them to carry out their professional engagements in the most cost-effective manner. Priority should be given to public or shared transport (train, shuttle, official/hire car) in view of its low cost impact, especially for transfers to airports/railway stations.

### **Article 4**

After the authorisation and before the mission the member of the secretariat will book tickets and accommodations on his/her own or, if needed, through internet or travel agency.

After the mission, the member of the secretariat will complete a detailed statement of expenses as soon as possible and sign it together with all tickets and boarding cards and any originals supporting documents relating to expenses.

The member of the secretariat have to claim to Euroregion the refund of travel costs.

After this process, the Euroregion will authorise (or not) the refund at the latest within one month of returning from mission.

### **Article 5**

The use of the own car is authorised where, in view of the specific features of the mission, it improves the cost effectiveness of travel and/or of the mission itself, particularly where the vehicle is shared by a number of colleagues.

Where use of a private car is necessary for special circumstances (for instance: lack of public transports, few alternatives of itineraries, definite disadvantages to any alternatives, short distance of the mission) travel costs are reimbursed on the basis of kilometre allowance. The Kilometre allowance is established in 0.27 Euro - 2 KN per kilometer (in accordance with Croatian law and corresponding to one of the lowest rate applied in Europe to refund kilometre allowance).

In such cases, other expenses (motorway tolls, parking, ferry crossings, etc.) can also be reimbursed on presentation of the corresponding supporting documents.

If several people travel together in one vehicle, only the person in charge of the vehicle will receive travel expenses.

#### **Article 6**

In case of working mission for EU project meetings, daily subsistence allowances could be foreseen by the association for employees and volunteers of the Secretariat respecting the rules of Croatian law.

#### **Article 7**

Staff members who do not wish to anticipate travel cost may request an advance for the mission. Any sums paid by way of an advance will be deducted from the amounts reimbursed to cover mission expenses.

#### **Article 8**

Staff travelling on mission must use the most appropriate and cost-effective means of transport for achieving the purposes of the mission. The allowed means of transport are trains, flights (economy class or equivalent), buses, public transports, shuttles and taxis, own cars, car hire, travel by boat.

Travel expenses are reimbursed on presentation of detailed statement of expenses and supporting documents.

All travel is deemed to start at the headquarters of the Euroregion (Legal seat, Secretariat, Brussels office)

#### **Article 9**

Accommodation costs are reimbursed and staff should book accommodation by itself or if necessary, they can seek assistance from a travel agency. Accommodation is reimbursed within the ceilings of 120 Euro per day. Evidence of payment (hotel bills or equivalent) must be attached to the statement of expenses.

Any costs in excess of the ceiling must be justified by the President.

#### **Article 10**

Two Meals and breakfast per day are reimbursed. The meals are reimbursed within the ceilings of 30 Euro per meal. In case the daily subsistence allowance is applied, the cost of meals cannot be reimbursed.

#### **Article 11**

The duration of a mission is calculated from the time of departure of the means of transport used to the time of its arrival on return to the place of the headquarter.

The guide to missions is approved by the AIE General Assembly on 27/03/2017 in Dubrovnik and enter into force on 1<sup>st</sup> January 2017.

***Article 12***

This internal regulation is supplementary and subordinate to the Croatian law and in case of a contradiction the Croatian rules shall prevail