

**ANNEX I TO THE RULES GOVERNING THE RECEPTION OF GROUPS OF VISITORS
TYPES OF ELIGIBLE EXPENDITURE AND CEILINGS**

1. This annex lays down the types of eligible expenditure and the ceilings for financial contributions towards the expenses incurred by sponsored visitor groups when visiting the European Parliament, with reference to Articles 2, 13, 17 and 18 of the Rules governing the reception of groups of visitors.
2. The expenditure must be actually incurred by sponsored visitors and visitors accompanying the group, by the head of group, by the paying agent, by the travel agency designated by the Member as head of group or by the Member in respect of amounts paid out as eligible expenditure of the group.
3. Eligibility period: the goods or services giving rise to the expenditure must have been provided during the period covered by the visit to the European Parliament.
4. Nature of eligible expenditure and ceilings.
See table below.

EXPENDITURE	TYPE	CEILINGS
Travel expenses	<u>Main journey</u> : means of transport used to travel, in both directions, between the point of departure and the Parliament place of work to be visited (Brussels/Strasbourg/Luxembourg), e.g. train, aircraft or coach chartered by the group (usually between railway stations, bus stations, airports or group meeting points).	Economy class if the type of transport is available in more than one class.
	<u>Final local transport</u> , in both directions: between the Parliament place of work visited (Brussels/Strasbourg/Luxembourg) and the departure point for the main journey: railway station, bus station, airport, group meeting point, etc.	Economy class if the type of transport is available in more than one class.
	<u>Expenses</u> : the cost of the tickets themselves, reservation charges, handling fees, charges for issuing tickets, compulsory insurance, exchange rate differences, other unavoidable expenses and the cost of optional cancellation insurance.. ⁶	
Accommodation expenses	Costs of overnight stays at hotel- or youth-hostel type establishments or similar professionally run establishments.	Maximum of EUR 100 per person per overnight stay, inclusive of all costs.
	Costs of stays at campsites or in rental	Maximum of EUR 100 per

⁶ At its meeting of 24 October 2016 the Bureau decided that these expenses also cover bank charges incurred by parliamentary assistants designated as heads of group : bank charges whose type and amount can be identified and which are specific to a transaction linked to a group of visitors, or fixed bank charges specific to a personal bank account used exclusively for transactions linked to groups of visitors.

	accommodation arranged between private individuals.	person per overnight stay, inclusive of all costs.
	<p><u>Expenses</u>: cost of the stay or overnight stay itself, possibly including breakfast, charges for optional cancellation insurance, booking fees and other direct charges levied by the hotel or the owner.</p> <p>Where a deposit has to be paid as a guarantee against material damage, that deposit is not eligible expenditure, whether charged to a credit card or paid by cash or transfer.</p>	
Meals and local minor expenses	Food expenses (meals up to a maximum of EUR 40 per person per meal, snacks, refreshments, etc.), underground tickets, bus tickets, taxi fares or shuttle bus fares within the city where the visit to Parliament is taking place (not linked to local transport expenses).	If the expenditure exceeds EUR 40 per person over the period of the visit, the excess, provided that it was spent on food, is eligible on the basis of substantiating documents, which must be kept as evidence of actual expenditure incurred.
Paying agent (optional)	Invoiced fees, in accordance with the contract concluded with the Member.	Maximum of EUR 1 500 excl. VAT per verified group.
	or	
Travel agency designated head of group (optional)	Invoiced agency charges, including handling fees, charges for issuing tickets, reservation fees, administrative charges and the cost of optional cancellation insurance (on condition that the latter is not already included by travel operators or hoteliers).	Maximum of 10% of the financial contribution, but not more than EUR 1 500 EUR excl. VAT per group.