

**RULES ON THE CONTRIBUTION TO TRAVEL AND SUBSISTENCE EXPENSES OF CANDIDATES  
INVITED TO SIT TESTS IN A SELECTION PROCEDURE ORGANISED BY EPSO (ASSESSMENT  
CENTRE, WRITTEN, PRACTICAL AND/OR ORAL TESTS)**

**GENERAL**

*Article 1*

A contribution to the travel and subsistence expenses of candidates invited to an assessment centre session in a selection procedure organised by EPSO shall be made in accordance with the provisions set out below.

**TRAVEL AND SUBSISTENCE EXPENSES**

*Article 2*

1. No contribution to the travel and subsistence expenses shall be paid where the distance between the place of residence/place of current employment as stated in the EPSO account and the venue is less than or equal to 200 km.

For distances above 200 km the following flat-rate amounts will apply:

Distance between the place of residence/place of current employment and the venue	Applicable flat-rate amounts (in €)
0 to 200 km	0
201 to 500 km	105
501 to 1000 km	180
1001 to 2000 km	255
2001 to 3000 km	325
Over 3001 km	360

2. "Distance" means the distance (one way) between the two locations as calculated by EPSO.

*Article 3*

If the place of residence and the current place of employment are in the same country the place of residence will be taken as the point of departure. If the place of residence and the current place of employment are in different countries the shortest distance to the venue as calculated by EPSO will apply.

*Article 4*

No contribution shall be paid for participation

- in admission tests;
- in tests not forming part of the assessment centre session (for example preliminary tests)
- in tests forming part of the assessment centre session but which are being organised in the candidate's Member State (place of residence).

## CANDIDATES WITH DISABILITIES OR SPECIAL NEEDS

### *Article 5*

In order to avoid exceptional hardships and on the explicit and justified request by the candidate, the Director may allow derogation from the above rules, in particular cases for candidates with disabilities or special needs and may grant additional sums as the contribution, up to a maximum of the double amount the candidate would have been entitled to. The Director may delegate this power in writing to members of his staff.

## SPECIFIC CASES

### *Article 6*

An accommodation allowance is foreseen for candidates who are invited to an assessment centre session lasting longer than one day for organizational reasons : if the different parts of the assessment centre session are spread over two consecutive days or separated by an interval of a maximum of 3 days, thus obliging a candidate to spend one or more nights at the venue, an accommodation allowance of EUR 100 per night shall be paid upon presentation of supporting documents, in the form of a formal receipt for hotel accommodation.

This allowance shall only be paid to candidates who by virtue of Article 2 are entitled to receive travel expenses.

The total amount of the accommodation allowance paid shall not exceed EUR 300.

If the candidate decides instead to travel on both occasions or if the tests are organised with an interval of over 3 days, he/she shall be entitled to twice the contribution calculated according to Article 2 but not to an accommodation allowance.

## FORM AND SUPPORTING DOCUMENTS

### *Article 7*

In order to benefit from the contribution, the candidate is obliged to fill in the form in Annex 2 and as proof of travel, attach the supporting documents that are indicated as necessarily accompanying it. Incomplete forms or files with missing supporting documents will not be processed.

## FINAL PROVISIONS

### *Article 8*

Amounts due under the above rules shall be paid by bank transfer in euros or in the currency of the country where the place of residence/place of current employment is situated.

### *Article 9*

Amounts shall be converted by means of the monthly conversion rates fixed by the Commission for this purpose.

### *Article 10*

EPSO will pay no contribution to candidates who benefit from a contribution on the basis of rules applicable to persons working within the Institutions or to candidates who benefit from a contribution to these travel and subsistence expenses from another source.

### *Article 11*

False declarations in order to receive the financial contribution might lead to the exclusion of the candidate from the competition/selection procedure.

The above provisions shall apply for competitions published as from 1<sup>st</sup> June 2015.





European Personnel Selection Office

EPSO 02  
Assessment Centres Management



Competition/Selection n°: \_\_\_\_\_

Candidate n°: \_\_\_\_\_

**CONTRIBUTION TO TRAVEL AND SUBSISTENCE EXPENSES**

**1. Candidate**

Name.....Forename.....

Place of residence – address (as stated in the EPSO account):

Street .....N°.....

Postal code ..... Town.....Country.....

Tel: ..... E-mail:.....

Place of current employment - address:

Postal code ..... Town..... Country.....

Please attach proof of travelling<sup>1</sup> and please be informed that in the absence of such proof, no payment will be made. A formal receipt for hotel accommodation is not required except if you are eligible for an accommodation allowance under Article 6 of the Rules (see Website).

**2. Place of convocation:** ..... Date of competition/tests:.....  
Time: from: .....to .....

**3. Additional costs related to a special need or disability (please specify):**

.....  
.....

(Please attach an explanatory note with regard to the extra costs together with a medical certificate, or a certificate issued by a recognised body attesting your disability.)

**I, the undersigned, declare that this statement is true and accurate and that the payment has not already been made. I am aware that in the event EPSO discovers that data on this statement are false this might lead to my exclusion/disqualification from the on-going competition/selection procedure.**

.....  
Date and signature of the candidate

.....  
Name, date and signature of the official responsible for the "Certified correct" in the competition department

**4. TO BE COMPLETED BY EPSO**

Distance .....km = .....€

<sup>1</sup> Only the following documents are accepted as proof of travelling:  
- plane: boarding pass or copy of ticket (invoice alone is not sufficient)  
- train, bus, boat: copy of ticket (invoice alone is not sufficient)  
- car: the original of a gas bill and/or highway toll (proof of payment dated within a maximum period of 2 days before the day of the assessment centre session and of a place on the travelling route to the assessment centre)