Document Type: Administrative Act	Decision on the adoption by analogy of the Commission Decision on the general provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulations of Officials and on authorised travel
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mb251211-a6

Decision on the adoption by analogy of the Commission Decision on the general provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulations of Officials and on authorised travel

Name	Action
Nik Kriz (Executive Director)	Approve
Aivars Bērziņš (Chair of the Management Board)	See decision

Scope of the Document

The Decision lays down the revised Guide to missions and authorised travel.
On 14 May 2025, the Commission notified agencies of the adoption of Decision on the general provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulations of Officials and on authorised travel - C(2025)2495 final.
Pursuant to Article 110 of the Staff Regulations, by means of the present Management Board Decision, EFSA is adopting such rules by analogy.

References

- Regulation (EC) No 178/2002 of 28 January 2002 of the European Parliament and the Council laying down the general principles of food law, establishing the European Food Safety Authority ('EFSA') and laying down procedures in matters of food safety
- Staff Regulations of Officials of the European Union ('Staff Regulations'), in particular Article 110 and Annex VII, and Conditions of Employments of Other Servants of the European Union ('CEOS'), laid down by Council Regulation (EEC, Euratom, ECSC) No 259/682

DRAFT

DECISION ON THE ADOPTION BY ANALOGY OF THE COMMISSION DECISION ON THE GENERAL PROVISIONS FOR IMPLEMENTING ARTICLES 11, 12 AND 13 OF ANNEX VII TO THE STAFF REGULATIONS OF OFFICIALS AND ON AUTHORISED TRAVEL

THE MANAGEMENT BOARD OF THE EUROPEAN FOOD SAFETY AUTHORITY,

Having regard to the Treaty on the Functioning of the European Union,

Having regard to the Staff Regulations of Officials of the European Union ('Staff Regulations') and the Conditions of Employment of the Other Servants of the European Union ('CEOS'), laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68[1], and in particular 110(2) of the Staff Regulations,

Having regard to Regulation (EC) No 178/2002 of the European Parliament and the Council of 28 January 2002 laying down the general principles of food law, establishing the European Food Safety Authority ('EFSA') and laying down procedures in relation to food safety[2], and in particular Articles 25, 26 and 48,

Having regard to Management Board decision on the Rules of Procedure of the Management Board of 26 June 2025[3],

After consulting the Staff Committee,

Whereas:

(1) According to Article 110 of the Staff Regulations, as a rule, the implementing rules adopted by the Commission to give effect to those Regulations shall apply by analogy to the agencies nine months after the date on which the Commission informed the agencies of their adoption; an agency may also decide that such implementing rules are to enter in force at an earlier date.

(2) On 14 May 2025, the Commission informed the agencies about the adoption of the Commission Decision C(2025)2495 final on the general provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulations of Officials and on authorised travel.

(3) In order to align EFSA legal framework to the most recent one of the Commission as regards the guide to missions and authorised travel, it is appropriate to apply Commission Decision C(2025)2495 final by analogy.

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[1] OJ L 56, 4.3.1968, p. 1, as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013, OJ L 287, 29. 10.2013, p. 15.

[2] OJ L 31, 1.2.2002, p.1, as last amended.

[3] RULOP_002 of 26 June 2025.

HAS DECIDED AS FOLLOWS:

Sole Article

1. Commission Decision C(2025)2495 final of 13 May 2025 on the general provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulations of Officials and on authorised travel shall apply by analogy to EFSA.

2. The EFSA Management Board Decision on the adoption by analogy of the Commission Decision on the general provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulations of Officials (mission expenses) and on authorised travel of 21 June 2018 ceases to apply to EFSA.

3. The present Decision shall enter into force the date following its adoption and take effect on 14 February 2026.

Adopted on 11 December 2025

For the EFSA Management Board

[to be signed]

Aivars Bērziņš

Chair of the Management Board

DRAFT

EUROPEAN
COMMISSION

Brussels, 13.5.2025
C(2025) 2495 final

COMMISSION DECISION

of 13.5.2025

on the general provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulations of Officials and on authorised travel

COMMISSION DECISION

of 13.5.2025

on the general provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulations of Officials and on authorised travel

THE EUROPEAN COMMISSION,

Having regard to the Treaty on the Functioning of the European Union,

Having regard to the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union, laid down in Regulation (EEC, Euratom, ECSC) No 259/68[1], and in particular Article 13a of Annex VII thereof,

Having regard to the opinion of the Staff Committee,

After consulting the Staff Regulations Committee,

Whereas:

(1) The Communication to the Commission C(2022)2230 final on Greening the Commission[2] set out principles regarding missions and authorised travel. It is necessary to implement those principles and to clarify certain ethics rules for missions paid by third parties and to simplify some processes related to missions. Therefore the rules on missions laid down in the Annex to Commission Decision C(2017) 5323 final must be adapted.

(2) In the interest of clarity and legal consistency, Commission Decision C(2017)5323 final should be replaced.

HAS DECIDED AS FOLLOWS:

Article 1

The Guide to missions and authorised travel set out in the Annex to this Decision is approved.

Article 2

Commission Decision C(2017) 5323 final is repealed.

Done at Brussels, 13.5.2025

For the Commission
Piotr SERAFIN
Member of the Commission

[1] OJ L 56, 4.3.1968, p.1.

[2] Commission Decision C(2017)5323 final of 27 September 2017 on the general provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulations of Officials (mission expenses) and on authorised travel.

EUROPEAN
COMMISSION

Brussels, 13.5.2025
C(2025) 2495 final

ANNEX

ANNEX

to the

COMMISSION DECISION

on the general provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulations of Officials and on authorised travel

GUIDE TO MISSIONS
AND AUTHORISED TRAVEL

General provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulations of Officials and on authorised travel

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INTRODUCTION

This revised guide to missions offers staff guidance on how to organise their business travel sustainably and ethically.

Business travel is an essential and necessary means to further our institutional goals, by allowing face-to-face contact with relevant interlocutors and stakeholders inside and outside the EU.

Staff members can also be authorised to travel in a professional capacity to engage in outside activities that align with the Commission's mission and objectives. Authorisation to travel in these cases is granted with careful consideration, ensuring in all instances that it contributes meaningfully to our organisational aims. It can also offer the benefit of personal development for the colleague concerned.

In line with the commitments set in the European Green Deal, including the Communication on Greening the Commission ([1]), the Commission will continue to reduce the environmental impact of its business travel, while remaining mindful of the need for outreach to stakeholders and the public. To achieve this, principles for greener business travel are integrated into this guide. Beyond this, the Commission will adopt future legislative frameworks and implement in its daily activities the good practices ([2]) and profit from the use of future technologies ([3]).

The Commission respects the highest ethical standards. It promotes a public service culture where conflict of interest is properly identified, managed, and resolved in a transparent and timely way. When preparing and carrying out missions or authorised travel, staff must adhere to their obligations as set out in the Staff Regulations, notably in case where expenses are partially or fully paid by third parties. In this regard, staff should be mindful not only of real or potential conflict of interest, but also what may reasonably be perceived as such ([4]) as well as the risk to the Commission's reputation or independence.

It is also important that, during any mission or authorised travel, staff reflect their role as Commission representatives by setting the right example, respecting their obligations, following the rules, and demonstrating environmental awareness.

1 GUIDE TO MISSIONS AND AUTHORISED TRAVEL

1.1 Scope

This guide covers both missions and authorised travel.

A mission (instruction to travel) is defined as travel away from the place of employment solely in the interests of the service on the instructions of a line manager. It is covered by a mission order. See Section 2.

([1]) "The Commission expects that the measures set out in this Communication to reduce emissions linked to staff business travels and use greener methods of transport will reduce the emissions in this area by at least 50% compared to 2019 by 2024."

([2]) For example, in the framework of Fit for 55, several legislations are expected, such as the regulatory framework on carbon removal certification, the ReFuelEU Aviation regulation, the Empowering Consumer for the Green Transition directive, or use of environment label in various sectors, including aviation such as the Environmental Labelling Scheme for Aviation.

([3]) For example, greener trains or aviation; or the use of virtual reality.

([4]) A perceived conflict of interest covers objective circumstances affecting trust and confidence in a person's or entity's independence and impartiality and covers any situation that in the eyes of a reasonable observer may appear as a situation of conflict of interest, even if the conflict of interest does not materialise or even if the person does not actually benefit from the situation.

Authorised travel is a travel away from the place of employment, undertaken by a staff member, both in the personal interest of the staff member and in the interests of the institution, with a link to their professional tasks. It is covered by an authorisation to travel. See Section 3.

1.2 Principles and roles [5]

Principles:

Staff must take account of all the following when deciding on arrangements for the mission or authorised travel:

- the interests of the service;
- the cost-efficiency of the mission/authorised travel and the principle of sound financial management;
- the minimisation of the environmental impact of travel as much as possible ([6]), in line with the Commission's environmental policy ([7]), and the Communication on Greening the Commission;
- the risk of any real, potential or perceived conflict of interest and the need to preserve the Commission's reputation and independence;
- the duty of care towards and the work-life balance of mission performers ([8]).

The competent authorities empowered to authorise a mission for an official or other staff member, and powers of subdelegation, are laid down in the internal rules ([9]) adopted by the Commission.

Roles:

1.2.1. The **mission performer** is the staff member going on mission or carrying out the authorised travel. They can be an official, a temporary agent, a contract agent, a local agent or a special adviser. The provisions of this guide apply by analogy to seconded national experts ([10]), 'blue book' trainees, and any other category specified by the Directorate-General for Human Resources and Security.

On the basis of an instruction ([11]) from the line manager to prepare a mission, the mission performer proposes the practical arrangements for the mission or authorised travel via the draft mission order or the draft authorisation to travel. The mission performer should be aware of the administrative and security requirements linked to the mission or authorised travel, for example visa formalities or any cybersecurity issues, etc.

([5]) The rules set out in section 1.2. apply to missions and, by analogy, to authorised travel.
([6]) See Section 2.2 on Smart organisation of missions.
([7]) See EMAS section on the Commission's intranet. This includes the Guidelines on the organisation of EC conferences and events.
([8]) Managers should be mindful of their duty of care towards their staff, which in the case of determining who should go on mission means taking into account any specific personal circumstances that staff may raise and ensuring that the burden of missions is sufficiently spread across teams and between staff members.
([9]) Commission Decision C(2021)9126 of 15.12.2021 on the exercise of powers conferred by the Staff Regulations on the appointing authority and by the conditions of employment of other servants on the authority authorised to conclude contracts of employment. Commission Decision C(2024)6814 of 30.09.2024 on the Internal Rules for the implementation of the Commission section of the general budget of the European Union
([10]) Commission Decision C(2008) 6866 of 12.11.2008 laying down rules on the secondment to the Commission of national experts and national experts in professional training.
([11]) This instruction can be oral or written.

For environmental and financial reasons, the number of mission performers should be kept to the minimum, with participation via videoconferencing for those not travelling.

1.2.2. The mission performer's **line manager** decides whether the mission or authorised travel is politically and administratively appropriate, and checks that the arrangements proposed are consistent with this guide and especially the principles set out in this section.

At this point, a line manager could ask the mission performer to adjust the mission/authorised travel to minimise the environmental impact and/or achieve maximum cost-efficiency.

Once the mission/authorised travel is completed, the line manager countersigns the statement of expenses, again, in line with this guide.

1.2.3. Each **authorising officer by delegation** performs the tasks conferred upon them, in accordance with the Staff Regulations and Conditions of Employment of Other Servants ([12]), the Financial Regulation ([13]), the Charter of Authorising Officers by Delegation/Subdelegation, and the internal rules adopted each year by the Commission.

1.2.4. The **authorising officer for commitments** (in the Directorate-General or service ([14]) to which the mission performer is assigned) ([15]) manages the resources under their responsibility in accordance with the principles of sound financial management, legality and regularity of the transactions. They authorise the mission or sign the authorisation to travel based on a cost estimate (including if equal to zero) and take responsibility for meeting this cost while taking into consideration the objective of Greenhouse Gas **(**GHG) emissions. By doing so:

- they confirm that the mission or the authorised travel is appropriate;
- they approve the practical arrangements, including any requests submitted by the mission performer or person carrying out authorised travel for a derogation from the general rules applicable;
- they decide on the corresponding expenditure certifying that the travel itinerary of the mission or authorised travel satisfies the principles set out in this guide. In that respect, they may ask the mission performer to make arrangements to minimise the environmental impact and improve cost efficiency ([16]).

Authorising officers may consult the unit in charge of missions of the Office for Administration and Payment of Individual Entitlements (PMO) ([17]).

For further practical details on the organisation of missions, see Section 2

On completion of the mission or authorised travel, authorising officers for commitments sign the statement of expenses, confirming that it corresponds to the mission order or authorisation to travel. If necessary, they may approve expenses that were not planned but which are nonetheless justified. For more information, see Section 2.12.

([12]) Council Regulation (EEC, Euratom, ECSC) No 259/68 (OJ L 56, 4.3.1968, p. 1).
([13]) 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 2509, 26.09.2024, p.1).
([14]) The Commission's Directorates-General and Services are referred to by the term 'DG' in this guide.
([15]) The authorising officer for commitments may be the same person as the line manager. In that case, the authorising officer/line manager decides on the political and administrative appropriateness of the mission as well as on the corresponding expenditure.
([16]) Section 2.5.4, paragraph on Smart travelling.
([17]) See 1.2.5.

1.2.5. The **PMO**:

— acts as authorising officer for payments;

— supports the management of missions/authorised travel at local level (for example by providing guidance on the interpretation of the rules in force or technical support for the dedicated IT tool for managing missions) upon request, and performs the different actions in the IT tool where there is a specific agreement for them to do so;

— assists staff with the formalities required for obtaining visas, a *laissez-passer* ([18]) and, if required, second passports;

— manages the missions management tool (the dedicated IT tool currently in use) in line with the rules of this guide, enabling the creation of mission orders, authorisations to travel, statements of expenses and any additions, and reporting (including GHG emissions ([19]));

— negotiates and concludes contracts with service providers on behalf of the Commission and ensures that the various service providers fulfil their commitments.

In its role as authorising officer for payments, the PMO:

— is responsible for establishing the settlement of mission expenses and reimbursing mission expenses and expenses resulting from authorised travel, based on the supporting documents and the veracity of the expenses set out in the expenses claim form. However, the task of examining cost efficiency, the environmental impact and whether the expense is justified remains the sole responsibility of the authorising officer for commitments;

— is available to advise authorising officers for commitments and mission performers before any decision is taken. However, it does not take the place of the authorising officer for commitments role in assessing environmental impact and cost efficiency;

— reimburses expenses authorised in accordance with the rules in force. It must alert the authorising officer for commitments to anything that might affect the sound management of appropriations, including the legality and regularity of the information entered into the statement of expenses, or any significant discrepancy from the planned mission, and ask them to confirm or correct the authorisation decision as appropriate. The PMO may contact the mission performer directly, for example if there are obvious mistakes. In the meantime, the PMO may suspend settlement or authorisation decisions;

— will systematically bring to the attention of the authorising officer for commitments any serious or repeated failure to comply with the rules in this guide.

([18]) Protocol (No 7) on the Privileges and Immunities of the European Union, Council Regulation (EU) No 1417/2013 of 17 December 2013 laying down the form of the *laissez-passer* issued by the European Union, Article 23 of the Staff Regulations of Officials of the European Union and Articles 11 and 81 of the Conditions of Employment of Other Servants of the European Union.

([19]) In the IT tool provided for managing missions at the Commission, each DG is able to monitor the GHG emissions related to the business travels of its staff on a regular basis, through the carbon footprint calculator integrated in the tool. Staff can see their mission's estimated emissions through the tool when completing the mission order. Data are available to central services to assess progress made. See EMAS – Environment - European Commission (europa.eu) for the Commission's environmental statement.

2 MISSIONS

2.1 Definition

A **mission** is travel away from the place of employment solely in the interests of the service, on the instructions of a line manager. It is paid for out of the local mission budget of the Commission's services unless otherwise instructed (see 2.10).

A mission order must be signed by the line manager, whose signature constitutes an instruction to the mission performer.

The line manager may also be the authorising officer for commitments. If that is not the case, the mission order must also be signed by the authorising officer for commitments, whose signature constitutes a legal commitment within the meaning of Regulation (EU, Euratom) 2024/2509 (the Financial Regulation) ([20]).

Except in duly justified exceptional circumstances, the mission order is approved before the mission performer leaves on mission.

The following are not considered as a mission:

(a) Travel within the place of employment and its surroundings. For the purposes of this rule, DG HR may define, for each place of employment, a perimeter ([21]) marking the limits of the 'surroundings of the place of employment' ([22]);

(b) Travel in the interests of the service between the place of employment and the main transport infrastructure (airports, stations and ports) serving that place of employment, where the purpose of the travel is not departure on mission away from the place of employment of the mission performer. DG HR may draw up a list of the infrastructures for each place of employment.

2.2 Smart organisation of missions

To reduce continuously the environmental impact ([23]), missions should be well targeted and optimised:

— they should be justified by clear legal, political or operational reasons, including missions linked to institutional duties ([24]);

— recurrent in-person meetings should, in principle, be replaced by 'blended' style meetings, alternating between in-person and videoconferencing or hybrid meetings;

([20]) 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 2509, 26.09.2024, p.1).

([21]) Details with regard to the set perimeters may be found on My IntraComm.

([22]) In duly justified cases (e.g. substantial costs incurred by the staff member, frequency of travel), the line manager, after consulting DG HR, may decide that a travel within a perimeter constitutes a mission.

([23]) The objective set in the Communication on Greening the Commission is to halve the GHG emissions linked to business trips by 2024, compared to 2019. After 2024, the Commission will continue to reduce its environmental impact in this field.

([24]) Legal reasons should derive from legal obligations, for example compulsory presence to represent the Commission in legal proceedings. Political reasons cover a wide range of topics and should be analysed taking into consideration priorities, level of meetings, added value of meetings, expertise needed during the meeting to reach the objective (e.g. negotiations, kick-off or close-out meeting for EU funded projects or initiatives, etc.); this may also cover authorised travel when it is linked to a political priority. Operational reasons stem from investigative, auditing, verifying, supporting activities such as conference interpretation, etc that can only be performed on-site.

— when physical presence is required, based on the interests of the service, the number of staff travelling to the same event should be limited to what is strictly necessary and be justified as follows:

  - when participation in a single meeting or event involves more than three staff members from the same Directorate-General, an authorisation at Director-General level is required ([25]). The Director-General, either on a case-by-case or general basis, may delegate this authorisation to senior management or to the HR Correspondent of the DG concerned or to another more appropriate entity of the DG concerned. It is up to each DG to define how to implement this authorisation;

  - when the mission involves mission performers from several Commission services, in particular for large scale international events ([26]), the DGs concerned should coordinate participation as much as possible to limit the overall number of participants to what is necessary in terms of operations and political representation. The participants will be invited to introduce their mission order under a specific category reserved for these types of events in the dedicated IT tool for managing missions. Additional details are provided on a dedicated page on the Commission's intranet.

— series of missions to the same place within a short period of time should be avoided by scheduling all meetings within a single mission;
— where the interests of the service allow, colleagues should represent other colleagues from the same DG when missions are planned at the same location around the same timeframe.

2.3. Preparation

2.3.1. General information on the organisation of missions

Initiator

Missions are organised once a line manager instructs the mission performer. The staff member concerned is then asked to set out clearly all the information needed to prepare the mission and record it in a draft mission order as described in Section 2.3.2.

Booking methods

To organise missions as cost-efficiently as possible, staff may book transport and accommodation using one of the following methods:

— using the Commission-agreed travel agency ([27]) online booking tool or;

— if necessary, in particular with a particularly complex mission, by contacting the travel agency by email or phone;

— staff wishing to directly arrange themselves their travel may pay for services upfront (transport, hotel, etc.) via the internet.

([25]) This principle should not be applied when there are specific rules about the number of participants, such as is the case for interpreters.
([26]) Such as G7; G20, Conference of the Parties of UNFCCC, General Assembly of the United Nations, etc.
([27]) Depending on a successful public call for tenders.

If the mission performer books travel through another agency, they may be reimbursed, if they provide a detailed invoice from that agency demonstrating that its offer is less costly compared to what the Commission's agency offers under the same conditions.

Staff may not draw any private benefit from airmiles accumulated through professional travel.

2.3.2. Mission orders

General rules

In the IT tool for managing missions, the mission performer enters the draft mission order upon instruction by their line manager.

By means of the same tool, the draft is submitted to the authorising officer for commitments. Mission orders must provide authorising officers for commitments with all the information they need to sign them in full knowledge of the facts. In particular, the draft must cover the following information:

— the purpose of the mission, its location and the starting and finishing times of the meeting(s);

— the duration of the mission based on the means of transport used, and the times and itinerary for the round trip;

— accommodation arrangements;

— estimated costs;

— justification for having an in-person event/meeting (rather than online);

— the absence of any real, potential or perceived conflict of interest when some expenses are paid by third parties (see Section 2.10), as well as in an adequate manner, and to the best of their knowledge, the costs borne by third parties and the nature of those third parties.

Once it has been signed, the mission order constitutes an instruction to staff to travel outside their place of employment for the requirements of the service.

The mission performer can make final reservations, including confirmed reservations for tickets, accommodation and any other financial commitment connected with the mission once the authorising officer for commitments has signed the mission order.

— Except in the case of derogations or *force majeure*, mission orders must be signed by the mission performer and the authorising officer for commitments before the expenditure is committed and before the mission performer departs;

— subject to the same provisions, any financial commitment, such as unrefundable and unchangeable hotel bookings and unrefundable tickets, chosen by the mission performer, without the approval of the authorising officer for commitments, may be recovered either by offsetting ([28]) or by means of a recovery order in accordance with the Financial Regulation. This may be considered to be serious misconduct, for which the mission performer will be held financially liable.

In the interests of administrative efficiency, the authorising officer processes the draft mission order without delay so that reservations can be confirmed, to avoid price fluctuations affecting the costs of the mission.

([28]) That is, by deduction from the person's salary or, if they are no longer in active employment, from their pension.

The procedures for signing mission orders are subject to the Internal Rules on the implementation of the Commission Section of the General Budget of the European Union ([29]), which may be amended each year, and to the Commission's Rules of Procedure (in particular Article 27, laying down rules on deputising).

Once the mission order has been signed by the authorising officer for commitments, the arrangements it contains can no longer be altered for reasons of cost efficiency.

Missions to be paid for by another DG

In the case of missions to be paid for by a DG other than that of the mission performer concerned, a mission instruction should be given by the line manager of the mission performer and a mission order should be signed by the authorising officer for commitments in the DG for which the mission is being carried out.

Consultation procedure for missions outside the Union

The DG and/or institution geographically responsible for the country concerned will be notified automatically by the IT tool. If the mission is confidential, the mission performer must indicate this in the IT tool, so that the automatic notification function is deactivated.

Changes made for personal reasons

The mission performer may be authorised to adapt the timetable, accommodation or transport arrangements for personal reasons. If this is the case, they must include - with the mission order - a comparison between the proposed costs and the costs if there were no changes. This comparison must be drawn up at the same time and be based on similar conditions.

The mission performer will be liable directly and personally, by the means notified to them by the PMO, for additional costs ([30]) arising from the changes made for personal reasons, including departure from and/or return to another location, if the comparison shows an increase in the cost of the mission.

Recall from leave ([31])

Officials or other staff members on leave may be recalled to duty at their place of employment or for a mission. In either event, all costs arising from this recall from leave are reimbursed by virtue of Article 5 of Annex V to the Staff Regulations.

Recall from leave to go on mission

If a mission is organised for dates on which the mission performer has applied for leave and has had it validated by the line manager, there is flexibility with regard to the point of departure or return for the mission. The provisions of the Commission Decision on leave ([32]), in particular regarding point III.d.2 on cancellation of annual leave at the immediate superior's request, apply *mutatis mutandis*.

Recall from leave to return to the place of employment

If an official is recalled from leave to return to work at their place of employment, it is considered to be a mission. A mission order must be filled in (after the event if need be) containing all the costs arising as a result of this recall. A recall from leave to the place of employment entitles the staff member to a daily subsistence allowance solely for the duration of the journey. No daily allowance is paid at the

([29]) Commission Decision C(2024)6814 of 30.09.2024 on the Internal Rules for the implementation of the Commission section of the general budget of the European Union.
([30]) Measured in relation to the initially approved cost of the mission (without the daily subsistence allowance).
([31]) see also Commission Decision C(2013) 9051 final of 16.12.2013 on leave.
([32]) above-cited.

place of employment, and accommodation at the place of employment is not reimbursed unless the person's own accommodation is temporarily unavailable, as certified by a declaration on their honour from the staff member and accepted by the authorising officer for commitments. In that case, reimbursement of accommodation costs incurred may be granted on the basis of supporting documents.

Teleworking outside the place of employment and mission

If telework outside the place of employment is granted before or after a planned mission, the rule on changes for personal reasons applies. However, if a staff member unexpectedly has to undertake a mission while teleworking outside the place of employment, travelling costs shall be reimbursed under the following conditions:

— the mission is the consequence of circumstances unforeseen by both mission performer and line manager;

— it is not possible for the mission performer to assume their tasks at a distance (i.e. from the place of teleworking outside the place of employment).

When the mission ends, and where the period of authorised teleworking outside the place of employment has not yet ended, the mission performer may, in agreement with the line manager, decide to return either to the place of employment or to the place where they were teleworking.

If the period of authorised teleworking outside the place of employment finishes before the end of the mission, the mission performer must return to the place of employment. If the mission performer wishes to have a new period of teleworking from outside the place of employment, and if the line manager authorises the arrangement, returning to the place outside the place of employment to telework will constitute a personal arrangement. In this case, the mission performer will have to establish a cost comparison, and the mission performer will be responsible for any additional costs associated with this personal arrangement.

The days of teleworking outside the place of employment that have not been used due to the mission are recredited to the mission performer and can be used on another occasion.

2.3.3. Administrative formalities

Official visas, *laissez-passer* and passports

The PMO can provide the mission performer with any information about official visas, a *laissez-passer* and other formalities required to enter and stay in the countries to be visited and can help with obtaining them. Information is available on the Commission's intranet ([33]).

Credit facility

The Commission may provide staff going on mission with a credit facility. Information about this can be found in the dedicated page on the Commission's intranet.

Mission performers may request an advance, of a maximum of 80% of the estimated total amount to be paid to them, as indicated in the mission order. By asking for an advance, the mission performer agrees that any advance paid will be deducted either from the amounts reimbursed to cover mission expenses or from a subsequent salary payment to the mission performer.

([33]) Staff Matters - Corporate - Visas and travel documents

2.4. Changes to a mission

2.4.1. Prior to departure

Cancellation

Where the mission is cancelled, the mission performer must as soon as possible:

(a) cancel any tickets and reservations related to the mission in writing;

(b) record the cancellation and draw up a statement of expenses incurred because of the cancellation in the IT tool for the management of missions.

The mission performer must record (in the IT tool) where tickets or reservations are not refundable, to be reimbursed by the Commission.

Changes to the dates and places of the mission

If any changes are to be made to the dates or places specified in the original mission order, this should be reflected in a new mission order if timely and appropriate. If the new dates overlap with the initial dates or when a place of mission is added or modified, the changes can be reflected in the statement of expenses. The mission performer is entitled to reimbursement of all expenses resulting from this change except where it has been made for personal reasons.

2.4.2. During the mission

Extension

Missions may be extended because of unforeseen circumstances. Where the duration of the mission initially indicated on the mission order is extended, leading to additional costs, any extension must be agreed with the line manager and the authorising officer for commitments, and it must be mentioned in the statement of expenses.

The mission performer or the authorising officer for commitments (where the mission performer is prevented from doing so by exceptional circumstances) must contact the PMO to determine whether the costs incurred because of the extension of the mission can be reimbursed under the Commission's insurance policy. Where such expenses are not covered by the insurance policy, they will be met out of the mission budget.

Interruption

A mission may be interrupted due to requirements of the service, for reasons of *force majeure* or for serious personal reasons, recognised as such by the authorising officer for commitments.

The interruption must be authorised in advance by the line manager or the authorising officer for commitments except in cases of extreme urgency or if the line manager or authorising officer cannot be reached. It must be substantiated by the line manager, and the budgetary aspects must be approved by the authorising officer for commitments.

All expenses resulting from an interruption on the grounds set out in the first paragraph will be covered by the Commission and reimbursed as part of the mission.

The mission performer or the authorising officer for commitments where the mission performer is prevented from doing so by exceptional circumstances, must contact the PMO to determine whether the costs incurred because of the interruption of the mission can be reimbursed under the Commission's insurance policy. If these expenses are not covered by the insurance policy, they will be met out of the general budget for missions.

2.5. Rules on transport

2.5.1. Departure / return

A mission performer will travel to the place of the mission at the time, and using the means of transport that comply with the principles of the present guide for missions, to meet the needs of the mission and the interests of the service while respecting the principles listed in Section 1.2, and in particular the minimisation of the environmental impact, and sound financial management. To enable the authorising officer for commitments to take their decision, the mission performer must detail possible timetables and prices for the means of transport chosen.

However, the mission performer in principle cannot be required to leave before 8:00 or arrive after 22:00, either at the place of employment or at the place of the mission, unless the line manager gives justifiable reasons for them doing so and which respect the principles set out in Section 1.2. In this context, departure and arrival should be the departure and arrival times of the main means of transport, that is to say, take-off or landing in the case of an aircraft, and the times of departure and arrival for all other forms of transport.

The return journey, while respecting the principles of minimising the environmental impact and ensuring cost efficiency, must be, in principle, started:

— in the case of travel by air, not more than three–and-a-half hours after the end of the meeting(s);

— in the case of travel by any other means of transport, not more than two hours after the end of the meeting(s).

The specific needs of a mission performer who has a disability within the meaning of the Staff Regulations, or a health problem certified by the Medical Service, will be considered in determining the most appropriate means of transport and the terms of travel.

For missions organised well in advance and which are unlikely to be cancelled, staff should book their tickets at the earliest opportunity to take advantage of the best rates available.

In principle, all departures on mission and all returns are from and to the place of employment. Transport costs are usually reimbursed based on the price of the means of transport between the place of employment and the place(s) of the mission that the authorising officer for commitments considers most appropriate in light of the principles in Section 1.2.

Where justified in the interests of the mission, or for compelling service reasons, the authorising officer for commitments may, on an exceptional basis, authorise a departure from (and/or return to) a location other than the place of employment.

Authorisation may also be granted for personal reasons. In that case, the ‘Changes made for personal reasons' referred to in Section 2.3 apply.

2.5.2. Transfers to/from airports, stations and ports at the place of employment

In accordance with the objectives and principles set in the Communication on Greening the Commission and to set a good example, staff should use public transport to reach the site of their mission ([34]).

However, transfers by taxi may be authorised by the authorising officer for commitments if they are justified in accordance with the principles set out in Section 1.2, especially where two or more staff on

([34]) The rental fees for using soft or green mobility means of transport for transfers to/from airports, stations and ports may also be reimbursed upon request, on presentation of the supporting documents (e.g. shared bikes, electric scooters or non-electric scooters, car-sharing - electric or not).

mission share a taxi. The corresponding costs are reimbursed on presentation of the supporting documents.

The use of a private vehicle may be authorised if it is justified under the principles set out in Section 1.2. In that case, reimbursement is limited to parking fees at the airport, station or port on presentation of the supporting documents ([35]).

2.5.3. Travel at the place where the mission is to take place

Generally, travel at the mission location should be by public transport ([36]).

The use of a taxi is nevertheless permitted if public transport is not an appropriate alternative, on security grounds, for example. By signing the mission order or statement of expenses of the mission performer concerned, the authorising officer for commitments acknowledges that fact. The costs will be reimbursed on presentation of supporting documents.

The same rules apply to transfers to and from airports, stations and ports at the place of the mission.

2.5.4. Transport between the place of employment and the place of the mission

Smart travelling

In accordance with the objectives and principles of the Communication on Greening the Commission, and to set a good example, greener modes of transport should be prioritised.

When proposing the practical arrangements of the mission, without prejudice to article 12, paragraph 2, of Annex VII to the Staff Regulations, the mission performers are encouraged to use rail travel for distances up to 550km ([37]) per travel segment as well as for distances above 550km where it is an efficient alternative to air travel, for example in the case of high-speed and/or night trains. When assessing the financial cost, the greener alternative should be favoured where the price of the rail travel is not more than 40% ([38]) above the price of an economy-class ([39]) plane ticket for the journey or segment, if it remains within the budgetary constraints of the DG. The same principle for the cost comparison applies between journeys by train and journeys by car that are not zero- or low- emissions.

Overnight trains should be considered as a greener alternative to flights, where such alternative exists. The additional cost arising from the use of overnight train should take into account savings made on accommodation costs, as using a night train might save a night in a hotel. When assessing journey duration, the time spent for checks, boarding, and transfer to the airport and to the final destination should be taken into consideration. The greener alternative should be favoured when the time spent on

([35]) In the case of some places of employment where access to the main transport infrastructure (particularly airports) may be problematic, DG HR may adopt an ad hoc decision permitting the authorising officer for commitments to grant an allowance by kilometre. This kilometre allowance is the same as that granted when staff members use their own car to travel to the place where the mission is to take place.

([36]) The rental fees for using soft or green mobility means of transport may also be reimbursed upon request, on presentation of the supporting documents (e.g. shared bikes, electric scooters or non-electric scooters, car-sharing - electric or not)

([37]) 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.

([38]) Based on extrapolations, a price variation of 40% is a reasonable threshold to encourage travel by train for distances up to 550 km. These two elements (price variation and distance) may be interpreted in a flexible manner, depending on the overall context (e.g. the duration of a mission may justify the use of the train for a mission 600 km away from the place of employment, with a price variation of 43%).

([39]) Or, for longer journeys as defined in section 2.5.4 Travel by air, premium-economy or business-class, depending on the circumstances described below.

the train is reasonable for the purpose of the mission and compatible with the operational constraints of the service.

Compared to air travel, rail travel presents additional physical comfort and the convenience of working effectively while travelling.

Air travel for distances up to 550 km must be appropriately justified ([40]), and direct flights favoured when available, and within reasonable cost variations (40%). Economy class remains the default option. However, when business class is allowed (i.e. when one segment of the travel involves at least five hours' continuous flying time), premium economy ([41]) should be envisaged, when available. This should also be the choice, for example, if the flight is not overnight or when there is no meeting immediately after arrival.

Car travel should be limited to situations where public transport is not a suitable alternative or if several mission performers travel together in the same car. This should preferably be done using a zero- or low-emission vehicle ([42]).

Buses and shuttles for regular journeys by road should also be chosen when they are a convenient alternative to air travel, or other types of transport, taking into consideration environmental impact and cost-efficiency.

Travel by rail

The cost of rail travel is reimbursed on the basis of the first-class rail fare ([43]) for the shortest route (either by distance or in terms of time) between the place of employment and the place of the mission. The cost of seat reservations and any supplements necessary for the mission to run smoothly will also be reimbursed on presentation of the supporting documents (ticket or booking confirmation in the case of ticketless reservations).

Any rail ticket that cannot be refunded and/or has not been issued to a named traveller can be used by a member of staff other than the person for whom it was reserved, if this is mentioned in the files of both mission performers.

Travel by air

Direct flights are the norm. However, the authorising officer for commitments may refuse to authorise a direct flight if it would represent a manifestly unreasonable expense given the arrangements for the mission. The principles set out in Section 1.2 and in Section 2.5.4 must be duly taken into account when assessing whether an expense is manifestly unreasonable.

As a general rule, you can book air travel:

a) in economy class or equivalent, including cases where the ticket in question cannot be exchanged or refunded, at the lowest available rates, taking into account the times of meetings and/or special features of the mission;

([40]) This includes constraints linked to security reasons or particularly heavy schedules (e.g. multiple meetings in different places).

([41]) The carbon footprint of business-class trips is higher than economy class (more than double) or premium economy class tickets mainly because of the space occupied. They are also usually more expensive.

([42]) Regulation (EU) 2019/631 of the European Parliament and of the Council of 17 April 2019 setting CO_2 emission performance standards for new passenger cars and for new light commercial vehicles, and repealing Regulations (EC) No 443/2009 and (EU) No 510/2011 (recast) (OJ L 111, 25.4.2019, p. 13). 'Zero- and low-emission vehicle' means a passenger car or a light commercial vehicle with tailpipe emissions from zero up to 50 g CO_2/km.

([43]) Mission performers can choose second-class rail on a voluntary basis, in particular if that would allow them to remain within the price variation of 40% above the price of a plane ticket.

b) in economy class or equivalent, at the lowest available rates for flexible tickets, taking into account the times of meetings and/or special features of the mission, if there is a risk that the mission will be cancelled or amended;
c) in premium economy class when suitable, or business class or equivalent, at the lowest available rates, taking into account the times of meetings and/or special features of the mission, if the outward or return journey includes at least one segment involving at least five-hours of continuous flying time.

As a derogation from points (a), (b) and (c), upon written request of the Member of the Commission or their Cabinet, where there are exceptional overriding service-related reasons, which have to be justified in the mission order, staff travelling on mission may be authorised to travel in the same class as the Member of the Commission they are accompanying.

The authorising officer for commitments authorises any additional travel cost that may be necessary for the purposes of the mission (e.g. excess baggage charges or seat reservations). The mission performer is reimbursed on the basis of supporting documents.

Air passenger rights

If the mission performer is denied boarding or if the flight is cancelled or delayed, the mission performer may be covered by the rules on air passenger rights ([44]). Mission performers should be aware of these rights and make the necessary arrangements to receive the relevant entitlements and supporting documents.

If the delay in boarding threatens the normal completion of the mission, the mission performer must decide whether or not to continue the mission.

Their statement of expenses must include any nights in a hotel and any meals paid for by the airline; these will be taken into account when settling the mission expenses.

If the airline does not honour its obligations, staff must, if possible, obtain a signed acknowledgement of their refusal to do so.

Travel by hired car

In line with the Communication on Greening the Commission, staff are encouraged to use public transport. The use of a car is nevertheless authorised where, in view of the specific features of the mission, it improves the cost efficiency of travel and/or of the mission itself. Travel by road should preferably be done in a zero- or low-emission vehicle ([45]), and by car sharing ([46]), when feasible and where consistent with principles of cost efficiency.

The category of hired vehicle must correspond to the requirements of the mission, taking account of the number of passengers, the distance to be travelled, and the place of mission.

For missions within the European Economic Area, mission performers who decide to hire a car must make sure that the hire charge includes only the following types of insurance cover:

— third-party liability: compulsory;

— collision damage waiver: damage cover with non-waivable excess; and

— theft protection: cover for theft/vandalism with non-waivable excess.

([44]) http://europa.eu/youreurope/citizens/travel/passenger-rights/air/index_en.htm
([45]) Regulation (EU) 2019/631 above cited.
([46]) This also includes carpooling initiatives where they exist.

Where the driver is not a Union official or other staff member, personal assistance insurance is permitted in addition to third-party liability.

If the mission takes place outside the European Economic Area, mission performers must ensure that the hire charge includes additional insurance covering all damage with no excess; if not, they must take out such insurance except where it is not available. The costs associated with the additional insurance will be included in the statement of expenses.

The following rules apply, irrespective of where the mission is taking place.

— In the event of loss or damage, the excess will be paid from the mission budget. Mission performers using a hire car for mission-related travel remain fully liable for any traffic offence they commit. In particular, the Commission will not under any circumstances reimburse fines associated with the use of the vehicle.

— Where a mission performer extends the duration of the mission for private purposes, the cost of car hire is calculated in proportion to the duration of the mission only, unless a quote for this duration is provided by the mission performer.

Travel by official car

Commission staff may use official cars to transport people and goods. The terms of use are laid down by the department responsible, for Brussels by the OIB ([47]) and for Luxembourg by the OIL ([48]).

Travel by private vehicle

For the purpose of this section, the term 'vehicle' includes the use of private cars, motorcycles and bicycles (including electric bicycles).

As a rule, the use of a mission performer's own vehicle is authorised only when the mission is taking place in special circumstances in which the use of public transport presents clear disadvantages.

In all cases, mission performers using their own vehicle will be reimbursed at the most economical rate - between the kilometre allowance (EUR 0.30 per kilometre driven) and the cost of 1st class train travel. Motorway tolls and parking fees are reimbursed separately on presentation of supporting documents.

The kilometre allowance is revised periodically ([49]) by the Director of the PMO, in agreement with DG HR, and published on the Commission's intranet.

The distance in kilometres is calculated based on the fastest route between the place of employment and the place of the mission ([50]). The mission performer must declare, at the latest when making the declaration of cost, the names of any other person going on mission who also travelled in the vehicle.

Members of staff remain fully liable for any accidents involving their vehicle and for any traffic offence and are responsible for their own insurance. In particular, the Commission will not under any circumstances, reimburse fines associated with the use of the vehicle, or accept any requests for compensation or reimbursement for damage caused to the mission performer's vehicle or to a third party. The reimbursement of costs for insurance cover, fuel etc. is included in the flat-rate allowance.

Members of staff going on mission are required to use appropriate, safe and properly serviced vehicles, insured in accordance with the legislation of the country in which the vehicle is registered. Staff must comply with any other relevant safety rules.

([47]) Office for Infrastructure and Logistics in Brussels.
([48]) Office for Infrastructure and Logistics in Luxembourg.
([49]) At least once every 4 years
([50]) The fastest route will be calculated using appropriate software for calculating distances.

Travel by boat

Decisions on the choice of class and any cabin supplements will be made on a case-by-case basis, taking into account the needs of the service, the duration, and the cost and environmental impact of the trip, as well as the principles set out in Section 1.2.

2.6. Rules on accommodation

Where the length of the mission means that staff must spend one or more nights away from their place of employment, they should strive to find the most appropriate (cost/benefit) accommodation in accordance with the principles set out in Section 1.2.

Staff may choose their own accommodation, taking into account the ceilings for the reimbursement of accommodation expenses.

Where the maximum hotel allowance is exceeded, the amount will not be reimbursed unless it has been explicitly authorised by the authorising officer for commitments in the IT tool. Where the mission performer's accommodation has been provided by or reimbursed by a Union institution or by another administration, organisation or third party, no reimbursement will be due ([51]).

If staff going on mission share their hotel room with someone not involved in the mission they must declare the fact. In that case, the hotel bill must indicate the single occupancy rate for the room and this will be the only amount considered for reimbursement. If it does not do so, 25 % of the price of the double room will be deducted from the room price.

2.7. Rules on the daily subsistence allowance

2.7.1. Duration of the mission

The mission order shall state the probable duration of the mission. However, the duration of the mission may nevertheless be extended in certain situations, as follows:

— to lower the travel cost or minimise environmental impact within the constraints described in Section 2.2 ([52]);

— to guarantee the smooth operation of the mission. Thus, if the total duration of the flights is at least 10 hours, the authorising officer for commitments may decide to grant the mission performer a rest period of up to 24 hours before the meetings if the mission performer has travelled in premium economy class or economy class. This rest period must be spent at the place of the mission or, where appropriate, the place of transit and may not be postponed until a later date;

— in the interests of the service, where a return to the place of employment is not justified under the principles set out in Section 1.2. This could apply, for example, in the case of several meetings to be held in the same place of mission but with a certain time between them, or missions close in time but in different places;

— for personal reasons, in particular where the mission performer wishes to combine the mission with leave, non-working weekend or teleworking. In that case, the mission order will indicate the period to be deducted from the duration of the mission, that is to say the difference between

([51]) This includes the case of a staff member on mission being provided with accommodation by the Head of Representation or another staff member working in one of DG COMM's Representations, who has been granted the allowance pursuant to Article 14(1), second paragraph, of Annex VII to the Staff Regulations.

([52]) In particular when choosing rail over air travel.

the actual duration and the duration that the authorising officer for commitments would have authorised if the mission had not been extended for personal reasons.

Mission performers must register the relevant working hours in accordance with the Commission Decision C(2022) 1788 final ([53]).

2.7.2. Calculation of the daily subsistence allowance

Pursuant to Article 13(1) of Annex VII to the Staff Regulations, the daily subsistence allowance is a flat-rate sum to cover all expenses incurred by the person on mission: breakfast (15%), two main meals (lunch 25% and dinner 25%) and incidental expenses (35%), including local travel.

The Commission grants staff going on mission a flat-rate daily subsistence allowance (see scales for mission expenses in Annex VII to the Staff Regulations).

For missions not exceeding 24 hours, the daily subsistence allowance is calculated as follows:

— up to and including 6 hours: 20% of the daily allowance;

— more than 6 hours but not more than 12 hours: 50% of the daily allowance;

— more than 12 hours but not more than 24 hours: 100% of the daily allowance.

For missions lasting more than 24 hours, the daily subsistence allowance is calculated pro rata with the actual duration declared in the statement of expenses, including extra time needed for travel to airports, stations and ports.

-In the interests of administrative simplification, the following rules apply.

— unless the invoice for accommodation states otherwise, it is assumed that breakfast is not included in the price of the room and will be covered by the daily allowance;

— where breakfast is included in the price of the room, the daily allowance is reduced by 15% and the maximum hotel allowance is increased by a corresponding amount;

— in cases where the maximum hotel allowance (increased, where applicable, by 15% of the daily allowance in accordance with the point above), has been exceeded solely because local taxes on accommodation have been added to the price of the room, a derogation is deemed to have been granted for that amount;

— for the calculation of daily subsistence allowance, the times for the start and the end of the mission correspond to the actual departure and arrival times of the main means of transport. To allow time to get to the airport, station or port, a fixed amount of time is included in the duration of the mission before the departure and after the arrival of the main means of transport. That amount of time is one hour in the case of travel by rail and two hours in the case of travel by plane or boat. To take account of special circumstances, however, the line manager may, by means of a reasoned decision recorded in the IT tool, grant the mission performer more time to reach the airport, station or port.

Days spent at the place of mission between meetings, provided they are justified by the requirements of the mission itself, entitle staff to a daily subsistence allowance.

([53]) Commission Decision C(2022) 1788 final of 24 March 2022 on working time and hybrid working. See also the FAQ on working time and hybrid working available on MyIntracom: FAQs 17-6- 2024.pdf (europa.eu).

2.7.3. Reduction of the daily subsistence allowance

Where the mission includes a meal provided by or reimbursed by one of the Union institutions or by another administration or organisation, mission performers must mention this in their statement of expenses. The daily subsistence allowance will be reduced by 25% for each lunch or dinner and by 15% for each breakfast provided. Where the mission performer is receiving only part of the daily subsistence allowance because of the length of the mission, the deduction is made from the amount received, unless the authorising officer assesses that the deduction is not appropriate. If, for justifiable reasons, the mission performer has not attended the meal provided, the authorising officer may decide not to make the deduction.

2.8. Rules on other expenses incurred during the mission

2.8.1. Registration fees for conferences, seminars, etc.

Registration fees for a conference or a seminar, for example, will be reimbursed if the mission order/statement of expenses drawn up contains this element.

2.8.2. Incidental expenses

Where the incidental expenses incurred by a mission performer exceed 35% of the total amount paid in daily subsistence allowances for the entire mission, the mission performer can be reimbursed for the amount above the flat-rate amount of daily allowances dedicated to the incidental expenses. Incidental expenses may include:

- local travel;
- communications for business purposes (telephone and internet in particular);
- photocopies and other reproductions of official documents;
- access to waiting facilities;
- translation of official documents.

Only incidental expenses incurred in the interests of the service will be taken into consideration, and supporting documents must be provided.

Any costs in connection with currency conversions at unfavourable exchange rates and with the use of a credit card in the interests of the service will be reimbursed separately on the basis of supporting documents.

Other costs incurred, which must be strictly linked to the interests of the service, will be reimbursed only if they have been approved in advance - or subsequently if necessary prior approval was impossible - by the authorising officer for commitments. These include taxi fares where travel by taxi at the place of the mission has been authorised by the authorising officer for commitments.

2.9. Long-stay missions

A mission lasting 60 consecutive calendar days or more in the same place is regarded as a long-stay mission. Interruptions to a long-stay mission for the purposes of leave, training or another mission do not change its nature.

Several consecutive mission orders at the same place, each lasting less than 60 days, are considered to be a single long-stay mission if their combined duration is more than 60 days.

A mission performer may be sent on another mission while on a long-stay mission.

In the absence of a specific decision by the Commission, the rules on accommodation and the daily subsistence allowance set out below will apply.

2.9.1. Accommodation

When on a long-stay mission, the mission performer should try and find the most appropriate (cost/benefit) accommodation, with due regard for the principles set out in Section 1.2, which takes account of the length of the mission. This obligation continues to apply even in case of brief interruptions during the first 59 days of the mission.

Mission performers may stay at a hotel or any other commercial registered accommodation found via Internet platforms for the first 59 days of the mission, respecting the maximum hotel allowance, and provided that the accommodation is compliant with the principle of being cost-efficient, the location is adequate as a hotel, and the relevant security requirements ([54]) are met. During the initial 59 days of the mission performers must try and find more cost-efficient accommodation arrangements for the remainder of the mission.

Unless, under exceptional circumstances, the authorising officer for commitments agrees to an explicit derogation, as of the 60th day of the mission, staff on mission are entitled to only 50% of the maximum hotel allowance set out in Article 13 of Annex VII to the Staff Regulations, payable on presentation of supporting documents, whether they choose to move to rented accommodation or to negotiate more favourable terms with the hotel/responsible persons. Where mission performers choose to rent accommodation for the duration of their mission, they must also provide the lease contract or detail of its renewal, and proof of payment. Where the accommodation is found through an IT platform, the mission performer must submit the renting confirmation and proof of transaction to request reimbursement.

Expenses in connection with the rented accommodation, such as charges for water, electricity, gas, heating oil, telephone, internet, internal maintenance of the accommodation, insurance and any agency fees are included in the maximum hotel allowance, which is reduced to 50% from the 60th day of the mission.

2.9.2. Daily subsistence allowance

Unless the line manager and the authorising officer for commitments agree to an explicit derogation, and by way of an exception, the daily subsistence allowance will be reduced in stages. From the 60th day of the mission until the 180th day of the mission in the same place, the daily subsistence allowance is reduced by 25%. From the 181st day to the 365th day of the mission, the allowance is reduced by 50%. After 365 consecutive days of mission in the same place, mission performers are entitled to 25% of the full daily allowance set out in Article 13 of Annex VII.

If a mission performer on a long-stay mission takes leave during the long-term mission or performs other short-term missions, they must declare it and the daily subsistence allowances will be reduced for the periods outside the place of the long-term mission. The same reduction applies for any stay outside the place of mission for private purposes.

2.10. Expenses paid by third parties

Mission costs should be, in principle, covered from the EU budget. However, all or part of expenses connected with a mission may be covered by third parties, notably organisers, subject to the conditions set out in this section. The mission performer shall declare in the dedicated IT tool, in an adequate manner, and to the best of their knowledge, the costs borne by third parties and the nature of those third

([54]) Security advice, information and news (europa.eu)

parties. Other EU institutions, including EU Agencies, as defined in the Staff Regulations under Article 1a, second paragraph are not considered as third parties.

Payments of expenses may be covered by third parties only in the following cases and subject to the cumulative conditions of a) and b) below.

a) the expenses are to be covered by any of the following third parties:

- Member States (national, regional and local authorities, public administration and institutions);
- European Economic Area and European Free Trade Association countries;
- international organisations (e.g. United Nations) or international intergovernmental fora (e.g. G7/G20);
- public or private universities, institutes, schools and other educational or research institutions or entities, when the mission is carried out solely for academic purposes, such as teaching, conferences, seminars and discussion panels

b) the payment of expenses does not give rise to any real, potential or perceived conflict of interest or risks harming the Commission's reputation or independence, as set out in section 1.2. An assessment of a real, potential or perceived conflict of interest ([55]) should be based on the European Commission's Ethics Guide ([56]) and recorded in the dedicated IT tool. The Ethical conduct unit in DG HR ([57]) may provide the necessary guidance and support in these cases.

Where either of the conditions set out in points (a) and (b) is not fulfilled, the mission can be undertaken only if the expenses are covered by the Commission.

Directors-General and Heads of Service must obtain Head of Cabinet approval for their own missions, provided these are fully or partially paid by third parties. Heads of Cabinet must obtain, for their own missions fully or partially paid by third parties, the approval of the Member of the Commission to whom they report.

Staff members may receive instructions to travel in connection with programmes organised by third parties, such as state visitor programmes or fellowships. Such programmes may involve an offer of costs paid by the organising third parties, notably travel and accommodation. Based upon due consideration of the interests of the service in view of the content of the programmes, as well as the nature and the level of the costs covered, such programmes may be included on a list that will be established by the Director-General of DG HR after consulting the Secretariat-General. In addition to the categories of third parties from whom costs may be accepted under a) above, and subject to the conditions under b) above, reasonable expenses involved in such programmes may be covered by the organising third parties.

For gifts and unforeseen hospitality offered during missions, see Section 4.5.

After completing the mission, a declaration on the absence of a real, potential or perceived conflict of interest must be provided where the mission did not originally foresee expenses paid by third parties (see Section 2.12). The mission performer should declare in an adequate manner, and to the best of their knowledge, in the statement of mission expenses in the dedicated IT tool the costs borne by third parties

([55]) As defined in Article 11 and 11a of the Staff Regulations and, where applicable, Article 61 of the Financial Regulation, and further explained in the Practical Guide to Staff Ethics and Conduct.
([56]) Staff Matters documents - Document: Practical Guide to Staff Ethics and Conduct (version 17.06.2019) (EN pdf)
([57]) HR-ETHICS@ec.europa.eu

(and the nature of those third parties) and, where relevant, these will be deducted from the total costs claimed for reimbursement in accordance with the applicable rules.

In exceptional situations, in which the rejection of an offer by a third party would harm the interests of the Commission, the Director-General or Head of Service (in case of a Director-General or Head of Service the Head of Cabinet and in case of a Head of Cabinet the Commissioner) may authorise the acceptance of an offer after consultation of DG HR. The authorisation and its justification shall be documented; they shall be recorded in the dedicated IT tool.

2.11. Travel by Seconded National Experts (SNEs)

According to the applicable rules ([58]), SNEs can join missions or external meetings only if they are part of a Commission delegation or attending as an observer. Expenses will be reimbursed as per the rules applicable to Commission staff.

In exceptional cases, by way of derogation, the Director-General can authorise the SNEs to attend on their own, ensuring there is no real, potential, or perceived conflict of interest. In such cases, SNEs will receive clear instructions from the Director-General and their home country may cover the mission costs. The Director-General may delegate their power to derogate within their DG.

2.12 Statement of mission expenses

2.12.1 General rules

On their return from mission, mission performers must draw up a statement of mission expenses and enter it into the IT tool for missions, together with the relevant supporting documents, without delay and in any case within three months of the date of their return. The PMO will send several reminders until the closure of the file and the recovery of any advance payment or agency fees at the end of the three-month deadline.

The statement of expenses should be completed carefully and correctly. The actual routes and departure and arrival times of the transport used must be indicated.

The statement of expenses will be signed by the line manager to whom authority has been delegated and also, where this is not the same person, the authorising officer for commitments.

If the mission performer on mission does not provide supporting documents, or provides supporting documents that are incomplete or incorrect, processing of the reimbursement of expenses will be suspended until the PMO receives additional, complete and correct documents in support of the statement of expenses. The PMO must receive those additional, complete and correct documents within three months of the date on which the statement of expenses was submitted. At the end of three months, the PMO will commence recovery of any advance payment or agency fees.

Costs incurred during the mission in a currency other than the euro will be reimbursed at the monthly average accounting exchange rate for the euro (InforEuro) ([59]) in force on the month of the mission, unless the mission performer provides the conversion rate actually applied on its bank statement.

([58]) C(2008) 6866 final , Commission decision of 12.11.2008 laying down rules on the secondment to the Commission of national experts and national experts in professional training.

([59]) Produced by the Commission's Accounting Officer and published by DG BUDG at the end of the last working day of the month (at: http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm, and entered into ABAC).

2.12.2. Supporting documents to be attached to the statement of expenses

The following supporting documents must be attached to the statement of expenses:

— for all expenses, where the mission performer pays the costs in advance, the invoice, the receipt, the ticket or the booking confirmation indicating the price (for accommodation per night, where applicable, stating specifically that the price includes breakfast);

— in the case of a mission combined with private arrangements (leave, non-working weekend, teleworking abroad, departure/return outside the place of employment), a comparison with the mission as it would have been without the changes made for personal reasons;

— in the case of a mission paid for by third parties, the letter of invitation and supporting documents relating to the expenses and daily allowances paid by the third party, and a declaration certifying the absence of any real, potential or perceived conflict of interest if the mission did not originally foresee expenses paid by third parties;

— A certificate from the Medical Service entitling the holder to benefit from specific conditions relating to the organisation of the mission on health grounds.

Any exceptional circumstances leading to costs that were not covered by the mission order must be explained in the statement of expenses to enable the authorising officer to decide whether they are justified and, if appropriate, to authorise them *ex post*.

3 AUTHORISED TRAVEL

3.1. General rules

Authorised travel is any travel to an external event undertaken by a staff member both in the personal interest of the staff member and in the interests of the institution, with a link to their professional tasks. It is covered by an authorisation to travel.

The application for authorisation to travel must be based on either of the following:

— a framework decision adopted by the Commission, and which must take the form of a reply to a call for an expression of interest;

— a personal initiative by the official or other staff member, either on the basis of an *ad hoc* decision for a programme, such as a state visitor programme endorsed by the Commission through a decision of the Director-General of DG HR, or another event for which individual agreement has been granted.

In any event, authorised travel requires the consent of the person concerned and under no circumstances may the line manager impose it as an alternative to a mission.

In addition, authorisation to travel must never lead to discrimination between colleagues. If some colleagues are taking part in the same event, it is not permitted, as a matter of principle, to issue a mission order for some and an authorisation to travel for others, as all colleagues must be treated equally. However, if the colleagues are not all in the same situation as regards the proposed travel, the line manager/-s may decide to treat them differently; a detailed explanation of the reasons, based on the interests of the service, must be provided. The reasons must never be based on budgetary considerations.

Depending on the extent to which the event may be considered to be in the interest of the service, the Commission may not finance any cost of the authorised travel, finance the authorised travel in part, or finance it in full. Financing may include transport costs, attendance fees for an outside event, and/or daily subsistence allowance. Authorisation to travel may, where necessary, entail a cost for the budget.

The signature of the authorising officer for commitments is required in any case, based on a cost estimate, including if equal to zero. The validation of the authorising officer is always required especially when the costs are at charge of the organiser and to confirm the absence of any conflicts of interest in the authorised travel.

Authorisations to travel are managed in the IT tool. The following may not be covered by an authorisation to travel because they fall automatically within the scope of a mission: any travel required in the interests of the service, irrespective of any personal interest in the trip on the part of the person concerned; and any travel imposed on the person concerned by the line manager in the interest of the service.

3.2. Programmes covered by an ad hoc Commission decision

Authorisation to travel may be granted in connection with programmes organised by the Commission, such as Back to School/University, EU Fellowships or language courses. Other types of programmes may also be admissible, such as state visitor programmes (see Section 2.10).

The reimbursement of expenses for travel in connection with such programmes may not be more favourable than for mission orders.

In the absence of specific rules, the rules referred to in Section 2.10 will apply by analogy.

Anyone wishing to apply for authorisation to travel is reminded of their obligations as regards declarations under the rules on ethics. More information can be found on the Commission's intranet.

3.3. Participation in other external events

Any member of staff may request authorisation to travel to take part in an external event (for example, to speak at or attend a conference). Such is the case in particular if, as well as a personal interest for the staff member concerned, there is a link to their professional tasks.

If the costs incurred by a staff member undertaking authorised travel are covered fully or partially by third parties, this may be accepted only if the two conditions set out in Section 2.10, which shall apply by analogy to authorised travel, are fulfilled. If either of the two conditions is not fulfilled, the authorised travel can only be undertaken if the expenses are covered by the Commission, unless it is in connection with a programme agreed by the Commission as foreseen in Section 2.10.

3.3.1. Organisation of travel

Anyone wishing to travel in connection with an external event must submit an authorisation request in the IT tool. The IT tool clearly sets out all the preparatory details for the trip, including:

— the purpose of the travel, including the place and starting and finishing times of meetings, activities, etc.;

— the interest for the person concerned;

— the interest for the service;

— the duration of the trip based on the means of transport used, and the times and itinerary for the round trip, including local transport where appropriate;

— accommodation arrangements;

— estimated costs involved and who will pay them (the Commission, the person going on the authorised trip, a third party);

— changes made for personal reasons (trip combined with leave or involving departure from or return to somewhere other than the place of employment, etc.);

— details on any expenses paid by a third party, including information on the third party covering the expenses and a declaration on the absence of a real, potential or perceived conflict of interest (see Section 2.10).

The authorisation request must provide the line manager with all the details they need to take an informed decision. For the practical organisation of authorised travel, the rules for missions apply.

Administrative arrangements

If they wish, staff going on authorised travel may request assistance from the PMO about a *laissez-passer*, second passports or official visas. However, contrary to mission performers, they may not obtain an advance to prefinance the authorised travel.

3.3.2. Rules on transport

Whether the expenses are to be paid by the Commission, the person going on the authorised travel, or a third party (under the conditions set in Section 2.10), the most appropriate means of transport for achieving the purposes of the authorised travel and corresponding to the interests of the service must be used, with due regard for the principles set out in Section 1.2 and in Section 2.5.4. The general rule is that staff members undertaking authorised travel for an external event must present the same image to the outside world as if they were on mission.

The rules applicable to missions apply to authorised travel by analogy regardless of whether the expenses are covered by the Commission, by the person going on authorised travel or by a third party (see Section 2.10).

When the travel expenses are to be met by a third party, the mission performer must inform the third party in writing of any detour for private reasons and must offer to pay the additional expenses incurred.

3.3.3. Rules on accommodation

If the authorisation to travel provides for the reimbursement of accommodation expenses, the same principles apply *mutatis mutandis* as in Section 2.6.

When the accommodation expenses are to be met by a third party (under the conditions set out in Section 2.10 - including the need to preserve the dignity of the office and to avoid any real, potential or perceived conflict of interest and any risk to the reputation and the independence of the Commission), the mission performer must inform the third party in writing of any extension of their stay for private reasons and must offer to pay the additional expenses incurred. They must also inform the third party if they propose to share their room with one or more persons not involved in the authorised travel and must offer to pay the additional costs.

3.3.4. Rules on the daily subsistence allowance

If the authorisation to travel provides for the payment of a daily subsistence allowance, the rules applicable to missions apply.

Organisers or third parties covering mission expenses might also offer to cover subsistence allowance (e.g. to cover meals, local transport, etc.). This is acceptable as long as the amount covered remains reasonable (not exceeding the daily allowance granted to mission performers by the Commission) and should be duly declared in the mission costs declaration and deducted from any daily subsistence allowance paid by the Commission.

Where the authorisation to travel does not provide for the payment of a daily subsistence allowance by the Commission but does allow the reimbursement by a third party of the corresponding expenses, Section 2.10 applies by analogy.

Staff undertaking authorised travel may choose to waive the payment of a daily subsistence allowance.

3.3.5. Rules on other expenses incurred during the authorised travel

Where the authorisation to travel provides for the reimbursement of other expenses, Section 2.8 applies.

3.4. Forms and budgetary rules

3.4.1. Authorisation to travel

Request for authorisation to travel

The authorisation to travel must be signed by the line manager and, where travelling involves a cost for the budget, by the authorising officer for commitments, where it is a different person from the line manager.

The request for authorisation to travel must be submitted via the IT tool for missions by the person travelling and must contain the information set out in Section 3.3. It must specify, for each of the following, whether the staff member is requesting reimbursement from the Commission, and, if not, how the corresponding costs will be met:

— transport;

— local travel;

— accommodation;

— breakfasts and other meals;

— remuneration from an outside activity within the meaning of Article 12b of the Staff Regulations;

— other expenses.

The request for authorisation to travel must provide the line manager and, where necessary, the authorising officer for commitments, with all the details they need to assess the personal interest and the interests for the service, as well as any risk of a real, potential or perceived conflict of interest and any risk to the reputation and the independence of the Commission in the case of expenses paid by third parties.

Once the authorisation has been signed by the staff member's line manager and, if necessary, by the authorising officer for commitments, the staff member is formally authorised to travel and incur expenses within the limits set out in the authorisation.

The final reservation of tickets, accommodation and any other financial commitment connected with the trip is therefore made after the authorisation has been signed.

The rules applicable to mission orders apply *mutatis mutandis* to travel authorisations.

3.4.2. Statement of expenses (if applicable)

In the absence of an ad hoc decision by the Commission (see Section 3.2), the rules on statements of mission expenses apply *mutatis mutandis* to statements of expenses for authorised travel.

In the case of travel without expenses, the person concerned must provide proof that the travelling took place (e.g. an attendance certificate).

If the authorisation to travel was approved without expenses and the line manager and authorising officer for commitments ultimately wish to cover the cost of certain expenses incurred by the person concerned, the authorisation to travel must be cancelled. A new authorisation to travel with expenses must be entered and approved by the persons concerned.

4 GENERAL PROVISIONS

General provisions apply to missions and by analogy to authorised travel, including in the matter of insurance ([60]).

4.1 Medical aspects

4.1.1. Ill health during a mission

If, for reasons of ill health, a mission performer on mission is unable to carry out their mission or their authorised travel, is obliged to extend it, or is unable to return to their place of employment, Article 59 of the Staff Regulations and the internal rules on absences and leave applies.

A mission performer who is on sick leave during a mission will continue to receive the daily subsistence allowance for the planned duration of the mission. Any extension will be covered by the mission insurance (reimbursable real costs on the basis of supporting documents up to the amount of the daily subsistence allowance). In the event of hospitalisation during a mission, daily mission allowances will no longer be paid. However, the hospitalisation costs will be reimbursed under the Joint Sickness Insurance Scheme.

4.1.2. Vaccinations and other particular circumstances

Staff travelling in countries in which vaccinations are highly recommended or mandatory are advised to make sure that their vaccination certificates are up to date before departure. The cost of the vaccination and the medical consultation will be reimbursed at the rate of 100% on presentation of supporting documents. These expenses must be entered on the statement of mission expenses (under 'miscellaneous').

Staff going on mission to whom particular circumstances apply (health problems, pregnancy, etc.) must see a doctor before they leave to make sure that they can have vaccinations or prophylactic treatment, for instance against malaria.

4.2. Safety and security

Mission performers must ensure their own safety and security and that of any personal belongings and money they are carrying.

As part of its duty of care, the Commission takes appropriate steps to ensure the safety and security of its staff on mission.

In the case of high-risk destinations ([61]), staff members automatically receive travel advice following the submission in the IT tool of their mission orders or requests for authorisation to travel, informing them of security constraints in the countries they will be visiting. It is also a good idea to contact the Delegation in the country in question and follow their advice.

Mission performers must be aware of the cybersecurity rules ([62]) that protect digital assets against increasing cyber threats. To that end, they must follow any internal actions necessary in this field, particularly the compulsory e-training on cybersecurity. It is of the utmost importance that mission

([60]) Assistance & complementary mission/authorised travel Insurance Cover & Functioning - Practical guide: Staff Matters - Corporate - Mission insurance

([61]) Specific training is proposed.

([62]) See in particular the cybersecurity portal on the Commission's intranet: Cyber security (europa.eu).

performers find the relevant information on potential requirements linked to IT, phones and other digital tools before travelling, and take the appropriate measures.

4.3. Additional travel insurance

Mission performers are covered by travel insurance taken out by the Commission. Details are available on the Commission's intranet, under 'Missions' ([63]).

4.4. Visa requirements

Mission performers should check the visa requirements for the countries they will be visiting. If a visa is required, help can be provided by the PMO (see Section 2.3.3).

4.5 Gifts and unforeseen hospitality offered to staff during missions: compliance with ethics rules

The rules on ethics are published and regularly updated on the Commission's intranet ([64]). Staff members should refrain from any real, potential or perceived conflict of interest when considering payment of expenses by third parties (see Section 2.10 and Section 3.3). The attention of mission performers is in particular drawn to the rules concerning gifts and hospitality for staff ([65]), of which the main lines are summarised below.

Definitions

Gifts: a sum of money or any physical object; the possibility to participate for free in events that are open to the public or are private in nature, are only accessible in return for payment, and represent a certain value; or any other advantage with a pecuniary value such as transport costs.

Hospitality: an offer of food, drink, accommodation and/or entertainment from any source outside the institution.

Rules

The appropriate response, both for gifts and unforeseen hospitality, is for the mission performer to decline and explain that it is a requirement in accordance with the mission performer's duties and obligations as a European civil servant. This is particularly relevant where the mission performer participates in inspections, audits or similar missions.

There may, however, be situations where refusing the gift or hospitality would cause embarrassment to the Commission because it could be seen as violating social, courtesy or diplomatic usage or could be impractical (difficulty to offer payment for a lunch being offered to all participants in an event) and therefore such gifts or hospitality could be accepted. That applies notably in cases where gifts or unforeseen hospitality stem from the categories of hosts mentioned in Section 2.10 such as Member States (national, regional and local authorities, public administration and institutions), EEA and EFTA countries, international organisations (for example United Nations), international intergovernmental fora (e.g. G7/G20) or public or private universities, institutes, schools and other educational or research institutions or entities when the mission is carried out solely for academic purposes.

In the limited cases referred to in the second paragraph, the following additional rules on gifts and hospitality apply.

([63]) Missions - Staff Centre
([64]) Ethics and staff conduct - Staff Centre
([65]) See Guidelines on gifts and hospitality, in particular see point 7(b) Hospitality offered during missions (comm-pdf-sec-2012-0167-f-en-communication-to-commission.pdf).

(a) as regards gifts

(i) gifts with an estimated value lower than EUR 50 can be accepted;

(ii) gifts with an estimated value of EUR 50 or more, should be declared in Sysper but should never be accepted if their value exceeds EUR 150;

(b) as regards unforeseen hospitality

prior permission by the appointing authority is presumed to be granted, in accordance with Article 11 of the Staff Regulations, for unforeseen hospitality in the form of lunches or dinners if offered by the categories of hosts referred to in Section 2.10. Any unforeseen hospitality offered by other categories of hosts, such as lunches and dinners offered to all participants for example in events, or the offers of simple meals, refreshments, and snacks, may be accepted in general as they are of small value and, as such, considered to be not prejudicial to the interests and public image and independence of the Commission. The guiding value for such low value offers should not be more than EUR 50. Staff accompanying Members of the Commission or Directors-General or equivalent level may, in case Members or Directors-General or equivalent level accept hospitality for diplomatic or courtesy purpose, equally accept the same hospitality.

(iii) for other unforeseen hospitality of higher value that may give rise to embarrassment to the Commission if refused, staff should ask the opinion of their hierarchy.

Particular prudence is necessary in sensitive situations. For instance, mission performers participating in inspections, audits or similar missions should systematically refuse any gift or hospitality, except for simple refreshment and snacks, and offer to compensate for simple meals.

Any sum of money should always be refused, whether intended as gift or as hospitality.

Use of dedicated IT tools

If mission performers are offered a gift with an estimated value exceeding EUR 50, they must apply for permission to accept it in the IT tool for ethical requests. Depending on the decision of the appointing authority, they may need to return or send the gifts to OIB ([66]).

Accepted hospitality during missions has to be declared in the IT tool for missions together with the statement of expenses and will include a declaration certifying the absence of a potential conflict of interest. Any document held by the mission performer related to accepted hospitality received should be uploaded in the IT tool for missions.

4.6 Meetings with interest representatives

The rules on meetings with interest representatives apply also during missions. According to Commission Decision (EU) 2024/3082 of 4 December 2024 on transparency measures concerning meetings held between Commission staff holding management functions and interest representatives, and repealing Decision 2014/838/EU, Euratom (OJ L, 12.2024, p. 1), Members of Cabinet and all Commission staff holding management functions ([67]) may meet only interest representatives that are registered in the Transparency Register, and must publish information and minutes of such meetings.

Staff not holding management functions are advised to verify that meetings with interest representatives cannot be a source of a real, potential or perceived conflict of interest (a meeting is ‘a bilateral encounter organised to discuss an issue related to policymaking and implementation in the Union’).

([66]) See more information on the dedicated page on My IntraComm: ”Gifts/hospitality”.
([67]) See note Ares(2024)8822577 - New transparency measures concerning meetings with interest representatives.

4.7. Protection of personal data

The Commission processes personal data of its staff for the purposes of mission management in strict compliance with Regulation (EU) 2018/1725 of the European Parliament and of the Council ([68]).

Personal data in the field of mission management can only be accessed by authorised staff responsible for carrying out the processing operations, in accordance with the need-to-know principle.

The processing operations in the field of mission management and the categories of recipients to whom the personal data may be disclosed are detailed in a dedicated privacy statement and data protection record ([69]) published in the public register of the Data Protection Officer of the Commission.

Personal data is published or made available to the general public only where a legal basis for such publication is laid down in Union law.

([68]) Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, OJ L 295, 21.11.2018, pp. 39–-98.

([69]) See DPR-EC-00990 on *Gestion des missions et des déplacements professionnels, y inclus du système MIPS (Mission Processing System), OBT (Online Booking Tool) et des contrats Agence(s) de voyages, Assistance et Assurance mission et Carte de crédit professionnelle.*