



Brussels,  
EMPL/A/2//JT/JR/gb

**Mr C. DE BARRIN**  
HOTREC

**Mr WIEDENHOFER Harald**  
EFFAT

**Subject: Sectoral Social Dialogue Committee for HORECA  
Plenary Meeting on 29 November 2019**

Dear Sirs,

We are pleased to invite you to the above-mentioned meeting to be held on

**Friday 29 November 2019  
from 09h00 – 16h00**

at the following address

**Conference Centre "Albert Borschette"  
Rue Froissart 36  
1040 Brussels  
Rooms : 2B + 3.10**

Please find attached the draft agenda for the meeting.

Preparatory meetings will be held from 09h00 to 10h00 for the workers' delegation with interpretation in room 2B and for the employers' delegation without interpretation in room 3.10. The joint meeting will start at 10h00 in room 2B.

Simultaneous interpretation has been requested for the following languages: FR/DE/EN/IT/ES (active) and SV (passive only).

The Commission will reimburse travel and subsistence expenses for a maximum of 28 EU representatives per delegation (employers and workers). Please see Annex 1 for details.

**The complete list of participants must be sent by the correspondents in AGM eight working days before the meeting.** Participants not included in the list will not get reimbursed and related interpretation provisions will be cancelled

Yours sincerely,

*(e-signed)*  
Jörg TAGGER  
Acting Head of Unit

Encl.: 1. Rules for the reimbursement of expenses  
2. Draft Agenda

## RULES FOR THE REIMBURSEMENT OF EXPENSES

### What is reimbursed?

<b>Travel expenses</b>	<p>Your travel expenses will be reimbursed from your place of work or home address to the place of the meeting (and back) on the basis of the shortest and cheapest usual route:</p> <ul style="list-style-type: none"><li>• by first-class <b>rail</b> travel for journeys of less than 400 km (one way),</li><li>• by economy-class <b>air</b> travel if the distance by rail exceeds 400 km. If business class is used, justification is required from the travel agency proving that no lower fare was available,</li><li>• by <b>car</b>, in which case travel expenses are reimbursed at the same rate as for the journey by first-class rail, if available, or, if not, at the rate of €0.22/km,</li><li>• local transport from the airport or the railway station to the meeting place and back.</li></ul> <p>Taxi fares and parking fees are not reimbursed (see daily allowances).</p>
<b>Daily allowance</b>	<p>A flat-rate daily allowance (<b>€92</b>) is paid to cover your incidental expenses, for instance meals and local transport (e.g. taxi fares) and also your personal travel and accident insurance. If the distance between the place of departure (be it your private or business address) and Brussels is 100 km or less, only half of the full daily allowance is paid (<b>€46</b>). You are <u>not</u> entitled to a daily allowance if you live and/or work in or near Brussels.</p>
<b>Accommodation allowance</b>	<p>The accommodation allowance is a fixed amount of <b>€100</b> per night. You are entitled to this allowance if you have to spend one or more nights in Brussels because the times of meetings are incompatible with the times of flights or trains. The number of nights may not exceed the number of meeting days + 1. No invoices are required.</p>

### IMPORTANT

**All documents necessary for reimbursement must be uploaded in AGM within 30 calendar days.  
Beyond that deadline the Commission is no longer under the obligation to reimburse travel expenses or pay any allowances**

