



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

Mr Jean-Marc BANQUET D'ORX
HOTREC

Mr Kristjan BRAGASON
EFFAT

**Subject: Sectoral Social Dialogue Committee for HORECA
Steering Group Meeting on 13 March 2020**

Dear Sirs,

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

**Friday 13 March 2020
from : 9h30 – 16h00**

at the following address

**Conference Centre "Albert Borschette"
Rue Froissart 36
1040 Brussels
Rooms : 5B + 3.05**

Please find attached the draft agenda for the meeting.

Preparatory meetings will be held in room 3.05 from 09h30 to 10h50, for the workers' delegation and in room 5B for the employers' delegation. The joint meeting will start at 11h00 in room 5B.

The Commission will reimburse travel and subsistence expenses for a maximum of 7 EU representatives per delegation (employers and workers). Please see Annex 1 for details.

The complete list of participants must be sent via AGM at least eight working days before the meeting. Participants not registered in time will not get reimbursed.

Yours sincerely,

(e-signed)
Jörg TAGGER
Head of Unit

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

RULES FOR THE REIMBURSEMENT OF EXPENSES

What is reimbursed?

Travel expenses	<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">• by first-class rail travel for journeys of less than 400 km (one way),• by economy-class air 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,• by car, 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,• local transport from the airport or the railway station to the meeting place and back. <p>Taxi fares and parking fees are not reimbursed (see daily allowances).</p>
Daily allowance	<p>A flat-rate daily allowance (€92) 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 (€46). You are <u>not</u> entitled to a daily allowance if you live and/or work in or near Brussels.</p>
Accommodation allowance	<p>The accommodation allowance is a fixed amount of €100 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>

You must send via AGM the documents necessary for reimbursement no later than **30 calendar days** after the last day of the meeting. Beyond that deadline, the Commission is no longer under the obligation to reimburse travel expenses or pay any allowances.

The Commission is not liable for any material, non-material or physical damage suffered by invited experts or those responsible for accompanying a disabled expert in the course of their journey to or to stay in the place where the meeting is held, unless such harm is directly attributable to it.

