



EXPLANATORY NOTE TO NATIONAL EXPERTS TAKING PART IN AN AUDIT BY THE DG HEALTH AND FOOD SAFETY

Information on participation and reimbursement of expenditure

1. **Before** your audit/inspection starts, please complete the accompanying:

- Annex 1 Declaration by National Expert.
- Annex 2 Financial Identification.

These forms can be filled electronically and returned by e-mail to Sante-Irl-Missions@ec.europa.eu

2. **After** your audit/inspection please complete:

- Annex 3 Mission Expenses Claim Form.

The Mission Expenses Claim Form must be accompanied by the original documents related to:

TRAVEL EXPENDITURE (e.g. airline tickets, boarding cards, train tickets, etc.);

HOTEL EXPENDITURE (relevant bills);

OTHER EXPENDITURE which was necessary to carry out your mission (e.g. charges for vaccinations, visas).
Please note that taxi hire is only reimbursed if authorised under the Commission Rules, which are available upon request.

Photocopies are not acceptable.

Failure to return the Mission Expenses Claim Form (Annex 3) with originals of documents, or provision of inaccurate or incomplete Bank Account details, will seriously impede reimbursement.

Please return Annex 3 and the originals of documents for the attention of **Mr M. Papini** at the address below.

To:

European Commission,
Grange,
Dunsany,
Co. Meath C15 DA39,
Ireland

DECLARATION

Audit Reference Number: _____ Country: _____

Start Date: _____ End Date: _____

I, the undersigned
agree to participate as a national expert in an audit conducted by DG Health and Food Safety.

I declare that:

1. I am aware of and will adhere to the Code of Good Administrative Behaviour for Staff of the European Commission in their relations with the Public¹. In particular:

I undertake to refrain from any unauthorised disclosure of information received in the line of duty, even to my employer, unless that information has already been made public or is accessible to the public;

I declare that there is no risk of a conflict of interests between the functions I perform for my employer or the professional activities of my close family and the tasks entrusted to me as national expert;

I undertake to inform the European Commission and my hierarchical superiors immediately of any change in this respect during the exercise of the duties assigned to me, and

I undertake to have a duty of loyalty to the Union and be bound by the obligation to act with integrity and discretion in the exercise of the duties assigned to me during the audit/inspection.

I undertake not to undermine the purpose of the audit/inspection by accepting certain posts or advantages directly arising from my participation in the audit/inspection.
2. I am covered by a social security system, in particular, for illness and accident.
3. I shall take out a special travel-insurance policy providing adequate additional cover for myself and my luggage during the inspection audit/inspection.
4. I accept that expenditure will be paid for during the audit/inspection by myself and will be reimbursed within 30 days upon presentation of the correctly completed Financial Identification Form, Claim Form and original receipts. Most flights, and in many cases, trains will be paid in advance by the Commission services.
5. I accept that claims for travel and subsistence expenditure will be paid in EURO at the exchange rate applicable for the month in which expenditure was incurred in accordance with the following:

Travel expenditure covers:

- rail: first class fare;
- air: not exceeding economy class fare, unless approved in the Commission Rules;
- car: on the basis of equivalent first class rail fare.

Subsistence expenditure covers:

- Daily allowance: The allowance per day for the audit/inspection is the same as for Commission officials set in the Commission Rules and covers breakfast, two main meals, local travel, cost of telephone and all other sundries.
- Hotel expenditure: Hotel expenses (accommodation only) are reimbursable upon presentation of the hotel receipt for sums not exceeding the ceilings set in the Commission Rules.

Other expenditure:

Expenditure will be reimbursed upon presentation of supporting documents for vaccinations, visas, and taxis (if authorised in the Commission Rules).

Signature: (insert [photo of] signature here)

Date: _____

¹ [Annex to the Rules of Procedure of the Commission \[C\(2000\) 3614\], \(OJ L 308, 8.12.2000, p. 26-34\)](#)