

ECSS REIMBURSEMENT PROCEDURE THROUGH EUROSPACE

A. Timeline

- Claims are processed 3 times a year (April, August, December) covering 3 periods.
- The schedule for sending claims to Eurospace is thus as follows:
 - 1st period: December year N-1 till March year N, the claims have to be received before 30th April
 - 2nd period: April till July of year N, the claims have to be received before 31st August
 - 3rd period: August till November of year N, claims have to be received before 10 December
- The Agency will not be liable to settle any claim, which is not registered by Eurospace within 2 periods after the mission, took place (e.g. a claim for a mission that took place in December of year N-1 should be at the latest registered in the 3rd period of year N).
- From a practical point of view, we urge all participants to meetings eligible for reimbursement to submit their claims right after the meeting.

B. Eligible members

Eligible individuals are limited to affiliated staff of Industries of the ESA member states, or members of other organizations (such as university, technical centres) from ESA member states, who meet all the following:

1. Belong to one of the following categories:
 - a) Formally nominated by Eurospace TA members when participating to TA, TF and WG events or requested to represent ECSS in other events.
 - b) Formally appointed by the TA as Eurospace affiliated member of an ECSS WG and listed in the ECSS Working group membership database.
 - c) Formally appointed by the TA as Eurospace affiliated member of an "ad-hoc expert group"
 - d) Eurospace affiliated member requested and previously authorized by the TA/ES to represent ECSS at an external event or to occasionally support:
 - i. an ECSS WG meeting,
 - ii. an ECSS ad-hoc working group,
 - iii. an event organized or supported by ECSS.
 - iv. An event of another SDO (e.g. ISO) when nominated by the TA
2. Are participating in eligible meetings,
3. Do not belong to Agency personnel (ESA, CNES, DLR, ...) and
4. Are not under contract with ESA to support working group and ECSS document drafting activities.

C. Eligible meetings and events

The missions eligible for reimbursement of travel and subsistence costs are associated with and limited to:

- a) ECSS WG meetings: The official meetings of an ECSS Working Group set-up by the ECSS Technical Authority (TA) to produce ECSS documents and included in the yearly-approved ECSS standardization plan. These meetings are held to prepare the ECSS document and finalize it for publication after Public review, in line with the yearly-agreed WG work-plan.
- b) Ad-hoc expert meetings: Meeting of experts (with or without the participation or leadership of TA member) requested and set-up by the TA to deal with a specific issue/subject.
- c) TA meetings: Plenary or splinter meetings of TA members called to fulfill the TA tasks and obligations.
- d) ECSS events: Events such as workshops, conferences, training, debriefing meetings to which the eligible members have been requested by ECSS Executive Secretary to attend and authorized to submit mission reimbursement claims prior to event.
- e) Non ECSS events: Participation as ECSS representative to:
 - Meeting/events of other organizations such as ISO, CCSDS, CEN
 - Events organized or supported by ECSS such as ECSS training. For eligibility to mission reimbursement claim, the participation to these events requires to be previously authorised by the ESA Executive Secretary.

No other meeting will be reimbursed.

D. Eligible costs subject to reimbursement

ESA participation to the reimbursement of mission expenses covered by the contract is associated and limited to the travel and subsistence costs as defined hereafter:

Travel costs:

Travel costs are limited to the following, and in no case will be higher than the cost for ESA staff group Level II:

- a) The reimbursement of travel costs will be made on the basis of real travel costs incurred for public plane/train/boat upon presentation of tickets with the following ceilings:
 - For flight in Europe shorter than 3 hours, the cost of an economy class air ticket and a business class ticket for flight longer than 3 hours.
 - A first class rail ticket if train transport available for trip below 500 Km.

No other travel-related expense will be reimbursed (such as taxi, car rental, and local transport
- b) Travel by private or rental car can only be accepted exceptionally, subject to previous ECSS Secretariat authorization. Should this authorization be granted, the reimbursement will only cover the travel Km distance with the limit of the cheapest cost between:
 - Reimbursement of kilometers in accordance with ESA Staff Km allowance or
 - The reimbursement of public flight/train/boat as for point a) above.
- c) Intercontinental flights are exceptional and subject to previous authorization by ESA. They will be reimbursed on the basis of economy class.
- d) In the case the meeting taking place in the same city of the participant's office no claim for travel

and subsistence costs (as specified below) is allowed.

- e) A statement of participation to the event and of the travel as executed is needed together with declaration that the travel and subsistence costs (as specified below), which are claimed have not been reimbursed by another organization (e.g. a National Space Agency).

Subsistence costs:

Subsistence costs are covered by a variable per diem which will be calculated by Eurospace on the basis of the information provided on the actual date, place and duration of the meeting and applying the daily allowance rates provided by ESA.

Subsistence cost for mission shall be calculated in accordance with the ESA specified rules below:

- (i) A Eurospace affiliated member travelling on mission shall be entitled to a daily subsistence allowance for each 24-hour period the mission lasts. He shall not (other than in the cases set out below) be entitled to a sum greater than the total amount of the subsistence allowance for each complete 24-hour period.
- (ii) No subsistence allowance shall be due for any period of less than four hours.
- (iii) Where the mission lasts four or more but less than eight hours, a Eurospace affiliated member shall receive one-quarter of the daily subsistence allowance. The same shall apply for any period of four or more but less than eight hours, over and above any complete 24-hour period.
- (iv) Where the mission lasts eight hours or more and does not involve staying in a hotel, a Eurospace affiliated member concerned shall receive one-half of the daily allowance. The same shall apply for any period of eight or more but less than 24 hours, over and above any complete 24-hour period.
- (v) Where the mission lasts eight or more but less than 24 hours and involves staying in an hotel, a Eurospace affiliated member concerned shall be given the full amount of the daily subsistence allowance.

For the calculation of subsistence allowance, travel time shall be increased by the following notional amounts:

- (i) 2 hours for a round trip by rail;
- (ii) 3 hours for a round trip by air; and
- (iii) 2 hours for a round trip by sea.

These notional periods are intended to cover travel time between home or office and the main station, airport or port, and return.