Dear Expert,

With regards to your participation to **STECF MEETINGS -** please find here the instructions on how to apply for your **special allowances, travel and accommodation expenses by using AGM**.

**Before the Meeting:**

* You will receive the invitation via AGM to the Meeting.
* You need to accept the invitation in AGM.
* Check your legal entity and bank account information before the meeting to allow a smooth reimbursement process.

**During the meeting:**

* The JRC focal point will collect your presence.
* Note: **you are not able to request the payment in AGM prior or during the meeting**.

**After the meeting:**

* You will receive an AGM notification containing the link enabling you to request your payment.
* We invite you to consult the AGM portal on Europa <https://ec.europa.eu/tools/agm/for-who/expert/expert-role_en> where you will find all relevant and extensive information and presentations.
* Please bear in mind that **you must claim your special allowances within 30 days** after the AGM notification date. Beyond this date, the Commission is absolved from any obligation to pay any allowance.
* **If you do not wish to request any payment or reimbursement**, please inform the JRC focal point or the STECF administrative assistants by e-mail.

If you need further assistance or clarifications, please contact the STECF administrative assistants Ms. Calcerano and Ms.Guillevic ([JRC-STECF-ADMIN@ec.europa.eu](mailto:JRC-STECF-ADMIN@ec.europa.eu)) or create a ticket via the AGM helpdesk at the link <https://advanced-gateway-meetings.ec.europa.eu/contact-us_en>

**AGM reimbursement rules**

**Special allowance**

* €150 per session for experts.
* €225 per session for chairs.
* **Do not submit any document.**

**Accommodation allowance**

* €168 per night.
* **Submit an accommodation receipt.**
* Nights may not exceed the number of meeting days +1.

**Daily allowance**

* €113 per day of meeting.
* **Do not submit any document.**
* It covers all meals, local transport (bus, tram, metro, **taxi**...), motorway tolls, parking, car rental, travel and accident insurance.
* If the distance from the place of departure is 100 km or less, the daily allowance will be reduced by 50%.

**Travel expenses**

* You will be entitled to reimbursement of your travel expenses **between the address used on the  
  invitation (work or home address) to the meeting's location**. Otherwise, a **prior authorization** from the responsible authorizing officer is required.
* Private car and car rental: the journey will be reimbursed at the rate of €0.22 per km. Submit a Google **map screenshot** of the itinerary.