

Rules on financial contributions towards travel and subsistence expenses for candidates invited to a selection procedure or a pre-employment medical examination organized by Frontex

Article 1

Scope

1. A financial contribution to travel and subsistence expenses of candidates invited to take part in interviews or written or competency tests or physical aptitude tests or in pre-employment medical examination organised by Frontex or on behalf of Frontex shall be made in accordance with the provisions set out below.
2. These provisions shall apply to candidates invited to take part in interviews or written or competency tests or physical aptitude tests or in pre-employment medical examination. These provisions shall also apply by analogy to candidates invited to take part in a selection procedure for Seconded National Experts. For the avoidance of doubt, Seconded National Experts are not required to complete pre-employment medical examinations.
3. These provisions shall not apply to candidates who are invited to interviews or written or competency tests or physical aptitude tests or to pre-employment medical examination within the context of an internal selection procedure with a view to a change of post within Frontex if they benefit from the reimbursement system for mission expenses.

Article 2

Travel Expenses

1. No contribution to travel expenses shall be granted where the distance between the current place of residence/current place of employment and the venue of interviews or written or competency tests or physical aptitude tests or pre-employment medical examination is less than or equal to 50 km (one-way).
2. Without prejudice to the provisions of Article 4, a flat-rate contribution for travel expenses shall be paid to the candidate where the distance between the place of residence/current place of employment as declared by the candidate in the application form, and the venue of an interview or written or competency test or physical aptitude tests or pre-employment medical examination is above 50 km (one-way), based on the table below:

Distance (km) between the place of residence/current place of employment and the venue <i>(one-way)</i>	Flat-rate contribution to the costs of a full return trip <i>(in EUR)</i>
0 to 50	0
51-200	75
201-300	125
301 to 1,000	450
1,001 to 3,000	650
Over 3000 <i>(also applies to the territory located outside of the EU)</i>	Actual cost up to a max. ceiling of 2,100

3. "Distance" means the air distance (one-way) between the two locations as calculated by the website: www.distancefromto.net.
4. The flat-rate financial contribution is meant to support candidate's own costs of a full return trip between the place of residence/current place of employment as declared by the candidate in the application form and the venue of an interview and/or written or competency test or physical aptitude tests or pre-employment medical examination regardless of transportation means used.
5. In case of travel by train or plane, candidates must travel by the most economical means (second class on trains, economy class on planes or the cheapest available class).
6. Should the place of residence/current place of employment as declared by the candidate in the application form, differ from the actual place of departure, the shortest distance to the venue shall be used. In exceptional cases, where the candidate is able to prove that a formal change in his or her place of residence/current place of employment occurred since the application was filed, Frontex shall take into account the new place of residence/current place of employment.
7. Frontex shall also reimburse the incurred and non-refundable part of travel costs in case Frontex unilaterally changes or cancels the invitation for an interview or written or competency test or physical aptitude tests or pre-employment medical examination after submission of a proof of payment (receipt, invoice, confirmation email including the cost paid, etc.).
8. In case Frontex invites the candidate for an interview or written or competency test or physical aptitude test or pre-employment medical examination with less than one week of prior notice and the candidate is unable to arrange the travel within the respective amount of flat-rate contribution, the actual cost may be reimbursed to the max ceiling of 2,100 EUR following the candidate's request.
9. In case the candidate is invited for an interview or written or competency test or physical aptitude tests or pre-employment medical examination on subsequent days and at different places, the total distance between the place of residence/current place of employment and the subsequent places of interviews or written or competency tests or physical aptitude tests or pre-employment medical examination shall be taken into account.

Article 3

Subsistence allowance

Where the distance between the place of residence/current place of employment as declared by the candidate in the application form and the venue of an interview or written or competency test or physical aptitude tests or pre-employment medical examination is more than 200 km, a flat-rate subsistence allowance of 175 EUR for the first day and 75 EUR for every following day shall be granted to support the candidate's costs of stay at the venue of the interview or written or competency test or physical aptitude tests or pre-employment medical examination. The subsistence allowance shall be granted for the number of days as indicated in the invitation email.

Article 4

Candidates with disabilities or special needs

1. In order to avoid exceptional hardships and following prior request by the candidate, Frontex shall reimburse candidates with disabilities or special needs for any actual additional costs incurred that are directly related to their circumstances and not reimbursed in accordance with Articles 2 and 3. In such cases, candidates and, where appropriate, any person(s) accompanying them, must travel by the most economical means, taking into account the specific needs of the candidate in question.
2. Candidates should provide Frontex with an officially recognised information regarding special travel arrangements required to accommodate the disabilities or special needs of the candidate. The document should enable Frontex to decide whether the additional costs are justified. Candidates shall not be required to submit detailed medical records. If received detailed medical records shall be deleted upon receiving without further processing.
3. Each application for reimbursement shall be examined on a case-by-case basis by Frontex. All data relating to disability or medical condition are deleted when the claim is finalised and are treated confidentially in compliance with Regulation (EU) 2018/1725¹ and are used solely for the reimbursement of financial contributions towards travel and subsistence expenses for candidates invited to a selection procedure or a pre-employment medical examination organised by Frontex.

Article 5

Application for reimbursement form and supporting documents

1. In order to benefit from the financial contribution, the candidate is obliged to complete and sign the relevant forms which will be part of the invitation email for the interviews or written or competency tests or physical aptitude tests or pre-employment medical examination (Application for Reimbursement, Legal Entity form and Financial Identification form together with the supporting documents).
2. The completed forms shall be sent by the candidate to Frontex not later than three months after the date of the interview or written or competency test or physical aptitude tests or pre-employment medical examination.
3. Incomplete forms will be returned to the candidate. The three-month period referred to in paragraph 2 shall be suspended from the date when Frontex has returned an incomplete form

¹ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).

to the candidate until the date on which Frontex has received a complete form. Incomplete forms shall be returned by Frontex without unjustified delays. A duly completed form must be re-submitted by the candidate within three months from the date on which it was returned by Frontex. Forms sent after the above deadlines shall not be processed.

Article 6

Final provisions

1. Amounts due according to this Decision shall be paid by bank transfer in EUR. In cases where the actual costs to be covered by Frontex occurred in another currency, the official monthly exchange rate established by the [European Commission \(InforEuro\)](#) shall be used.
2. Candidates shall be responsible for an insurance against risk of an accident for the duration of their journey and stay. Frontex shall not be liable for any material or non-material damage suffered by the candidates in the course of their travel and stay unless such damage has been caused by Frontex staff members in the performance of their duties.
3. Frontex shall not pay any contribution to candidates who benefit from the same or similar contributions according to rules applicable to persons working within the European Institutions or EU Agencies or to candidates who benefit from similar contributions to travel and subsistence expenses from other sources.
4. With the exception of a *force majeure* understood as a certified illness of the candidate, travel disruptions impossible to overcome, or other similarly serious instances, candidates who accepted an invitation for an interview or written or competency test or physical aptitude tests or pre-employment medical examination and do not show up on the scheduled day and time shall not be reimbursed for any travel and subsistence expenses related to the interview or written, and/or competency test, and/or physical aptitude tests or pre-employment medical examination.
5. Where relevant, successful candidates who are found medically fit will be reimbursed for the pre-employment medical examination within one month of the day of taking up duties. Successful candidates who are found medically fit but decline taking up their duties in Frontex, will not be reimbursed for any travel or subsistence expenses related to the pre-employment medical examination.

Article 7

Entry into force

This Decision enters into force on the day following its signature and it repeals Decision of the Executive Director No R-ED-2020-12 of 4 February 2020. It shall apply to an interview and/or written, and/or competency test, and/or physical aptitude tests or pre-employment medical examination taking place as of 1 September 2023.