

▼B*ANNEX VII***Remuneration and reimbursement of expenses****CONTENTS**

Section 1:	Family allowances	1-3
Section 2:	Expatriation allowance	4
Section 3:	Reimbursement of expenses	
A —	Installation allowance	5
B —	Resettlement allowance	6
C —	Travel expenses	7-8
D —	Removal expenses	9
E —	Daily subsistence allowance	10
F —	Mission expenses	11-13a
G —	Fixed reimbursement of expenses	14-15
Section 4:	Payment of sums due	16-17

Section 1**FAMILY ALLOWANCES***Article 1***▼M112**

1. The household allowance shall be set at a basic amount of ► **M129** EUR 170,52 ◀, plus 2 % of an official's basic salary.

▼M25

2. The household allowance shall, be granted to:

- (a) a married official;
- (b) an official who is widowed, divorced, legally separated or unmarried and has one or more dependent children within the meaning of Article 2 (2) and (3) below;

▼M112

- (c) an official who is registered as a stable non-marital partner, provided that:
 - (i) the couple produces a legal document recognised as such by a Member State, or any competent authority of a Member State, acknowledging their status as non-marital partners,

▼ M112

- (ii) neither partner is in a marital relationship or in another non-marital partnership,
- (iii) the partners are not related in any of the following ways: parent, child, grandparent, grandchild, brother, sister, aunt, uncle, nephew, niece, son-in-law, daughter-in-law,
- (iv) the couple has no access to legal marriage in a Member State; a couple shall be considered to have access to legal marriage for the purposes of this point only where the members of the couple meet all the conditions laid down by the legislation of a Member State permitting marriage of such a couple;

▼ M25

- **M112** (d) ◀ by special reasoned decision of the appointing authority based on supporting documents, an official who, while not fulfilling the conditions ► **M112** laid down in (a), (b) and (c) ◀, nevertheless actually assumes family responsibilities.

3. If the spouse of an official is gainfully employed, with an annual income, before deduction of tax, of more than ► **M39** the basic annual salary of an official in ► **M112** the second step of ► **M131** grade AST 3 ◀ ◀, weighted at the rate for the country where the spouse carries out his or her occupation ◀, the official entitled to the household allowance shall not receive this allowance save by special decision of the appointing authority. The official shall, however, be entitled to the allowance where the married couple have one or more dependent children.

4. In cases where, under the foregoing provisions, a husband and wife employed in the service of the ► **M128** Union ◀ are both entitled to the household allowance, this shall be payable only to the person whose basic salary is the higher.

▼ M56

5. If the official is entitled to the household allowance only by virtue of paragraph 2 (b) and a person other than the official has by law or by an order of court or of the competent administrative authority been given custody of all his dependent children within the meaning of Articles 2 (2) and (3) below, the household allowance shall be paid to that other person in the name and on behalf of the official. This condition shall be deemed to be fulfilled in the case of dependent children who have reached their majority if such children have their normal residence with the other parent.

If, however, the official's children are in the care of several different persons, the household allowance shall be divided among them according to the number of children in their care.

If the person eligible by virtue of the foregoing to receive the household allowance paid in the official's name is also eligible to receive this allowance by reason of his or her own status as official or other member of staff, that person shall receive the higher of the two allowances only.

▼ B*Article 2***▼ M16**

1. An official who has one or more dependent children shall, in accordance with paragraphs 2 and 3 below, receive an allowance of ► **M129** EUR 372,61 ◀ per month for each dependent child.

▼ M16

2. 'Dependent child' means the legitimate, natural or adopted child of an official, or of his spouse, who is actually being maintained by the official.

The same shall apply to a child for whom an application for adoption has been lodged and the adoption procedure started.

▼ M112

Any child whom the official has a responsibility to maintain under a judicial decision based on Member States' legislation on the protection of minors shall be treated as a dependant child.

▼ M16

3. The allowance shall be granted:

- (a) automatically for children under eighteen years of age;
- (b) on application, with supporting evidence, by the official for children between eighteen and twenty-six who are receiving educational or vocational training.

▼ B

4. Any person whom the official has a legal responsibility to maintain and whose maintenance involves heavy expenditure may, exceptionally, be treated as if he were a dependent child by special reasoned decision of the appointing authority, based on supporting documents.

5. Payment of the allowance in respect of a child prevented by serious illness or invalidity from earning a livelihood shall continue throughout the period of that illness or invalidity, irrespective of age.

6. Not more than one dependent child allowance shall be paid in respect of any one dependent child within the meaning of this Article, even where the parents are in the service of two different institutions of ► **M128** the European Union ◀.

▼ M56

7. If custody of the dependent child within the meaning of paragraphs 2 and 3 has been entrusted by law or by an order of court or of the competent administrative authority to another person, the dependent child allowance shall be paid to that person in the name and on behalf of the official.

▼ B*Article 3***▼ M112**

1. Subject to the conditions laid down in the general implementing provisions, an official shall receive an education allowance equal to the actual education costs incurred by him up to a maximum of ► **M129** EUR 252,81 ◀ per month for each dependent child, within the meaning of Article 2(2) of this Annex, who is at least five years old and in regular full-time attendance at a primary or secondary school which charges fees or at an establishment of higher education. The requirement of attendance at a school which charges fees shall not apply to the reimbursement of the cost of school transport.

▼ M131

Entitlement to that allowance shall commence on the first day of the month in which the child begins to attend a primary educational establishment and shall cease at the end of the month in which the child finishes its education or at the end of the month in which the child reaches the age of twenty-six, whatever is the earliest.

▼ M112

The allowance paid shall be subject to a ceiling of twice the maximum prescribed in the first subparagraph for:

▼ M39

— an official whose place of employment is at least 50 km from, either:

— a European school, or

— an educational establishment working in his language which the child attends for imperative educational reasons duly supported by evidence;

▼ M29

— an official whose place of employment is at least 50 km from an establishment of higher education in the country of which he is a national or working in his language, provided that the child actually attends an establishment of higher education at least 50 km from the place of employment and the official is entitled to the expatriation allowance; the latter condition shall not apply if there is no such establishment in the country of which the official is a national ► **M112** or where the child attends a higher education establishment in a country other than that of the official's place of employment ◄;

▼ M112

— in the same condition as in the foregoing two indents, persons entitled to the allowance who are not in active service, taking account of the place of residence instead of the place of employment.

The requirement of attendance at a school that charges fees shall not apply to payments under the third subparagraph.

▼ M56

If custody of the child in respect of whom the education allowance is paid has been entrusted by law or by an order of court or of the competent administrative authority to another person, the education allowance shall be paid to that person in the name and on behalf of the official. In such case, the distance of at least 50 km referred to in the preceding paragraph shall be calculated from the place of residence of the person having custody of the child.

▼ M112

2. For each dependent child within the meaning of Article 2(2) of this Annex who is less than five years old or is not yet in regular full-time attendance at a primary or secondary school, the amount of this allowance is fixed at ► **M129** EUR 91,02 ◄ a month. The first sentence of the last subparagraph of paragraph 1 shall apply.

▼ B

Section 2

EXPATRIATION ALLOWANCE

Article 4

▼ M9

► **M39** 1. ◄ An expatriation allowance equal to 16 % of the total of the basic salary, ► **M25** household allowance ◄ and dependent child allowance ► **M25** paid to the Established Official ◄ shall be paid:

▼ B

(a) to officials:

— who are not and have never been nationals of the State in whose ► **M39** — territory the place where they are employed is situated, and

▼ B

- who during the five years ending six months before they entered the service did not habitually reside or carry on their main occupation within the European territory of that State. For the purposes of this provision, circumstances arising from work done for another State or for an international organisation shall not be taken into account;
- (b) to officials who are or have been nationals of the State in whose territory the place where they are employed is situated but who during the ten years ending at the date of their entering the service habitually resided outside the European territory of that State for reasons other than the performance of duties in the service of a State or of an international organisation.

▼ M16

The expatriation allowance shall be not less than ► M129 EUR 505,39 ◄ per month.

▼ M25

▼ M39

2. An official who is not and has never been a national of the State in whose territory he is employed and who does not fulfil the conditions laid down in paragraph 1 shall be entitled to a foreign residence allowance equal to one quarter of the expatriation allowance.

3. For the purposes of paragraphs 1 and 2, an official who has by marriage automatically acquired and cannot renounce the nationality of the State in whose territory he or she is employed shall be treated in the same way as an official covered by the first indent of paragraph 1 (a).

▼ M112

▼ B

Section 3

REIMBURSEMENT OF EXPENSES**A. Installation allowance***Article 5***▼ M112**

1. 'An installation allowance equal to two months' basic salary in the case of an official who is entitled to the household allowance, and equal to one month's basic salary in other cases shall be paid to an established official who furnishes evidence that a change in the place of residence was required in order to satisfy the requirements of Article 20 of the Staff Regulations.

▼ M25

In cases where a husband and wife who are officials ► M112 or other servants ◄ of the ► M128 European Union ◄ are both entitled to the ► M112 installation ◄ allowance, this shall be payable only to the person whose basic salary is the higher.

▼ M23

The installation allowance shall be weighted at the rate fixed for the place where the official is employed.

▼ B

2. An installation allowance of the same amount shall be paid to any official who is transferred to a new place of employment and is thereby obliged to change his place of residence in order to comply with Article 20 of the Staff Regulations.

3. The installation allowance shall be calculated by reference to the official's marital status and salary either on the effective date of his establishment or on the date of his transfer to a new place of employment.

The installation allowance shall be paid on production of documents establishing the fact that the official, together with his family if he ►**M25** is entitled to the household allowance ◀, has settled at the place where he is employed.

4. An official who ►**M25** is entitled to the household allowance ◀ and does not settle with his family at the place where he is employed shall receive only half the allowance to which he would otherwise be entitled; the second half shall be paid when his family settles at the place where he is employed, provided that it does so within the periods laid down in Article 9 (3). Where the official is transferred to the place where his family resides before his family has settled at the place where he is employed, he shall not thereby be entitled to an installation allowance.

5. An established official who has received an installation allowance and who voluntarily leaves the service of the ►**M128** Union ◀ within two years from the date of entering it shall, on leaving the service, refund part of the allowance, in proportion to the unexpired portion of that two-year period.

▼ M23

6. An official in receipt of installation allowance shall declare any allowance of like nature which he receives from other sources; such latter allowances shall be deducted from the allowance provided for in this Article.

▼ B**B. Resettlement allowance***Article 6*

1. An established official ►**M112** who provides evidence of a change of residence ◀ shall be entitled on termination of service to a resettlement allowance equal to two months' basic salary in the case of an official ►**M25** who is entitled to the household allowance ◀ or to one month's basic salary in other cases, provided that he has completed four years of service and does not receive a similar allowance in his new employment. ►**M25** In cases where a husband and wife who are officials ►**M112** or other servants ◀ of the ►**M128** Union ◀ are both entitled to the resettlement allowance, this shall be payable only to the person whose basic salary is the higher. ◀

For the purpose of calculating his service, account shall be taken of years spent in any administrative status listed in Article 35 of the Staff Regulations other than leave on personal grounds.

This minimum period shall not apply in the case of retirement in the interests of the service.

▼ M23

The resettlement allowance shall be weighted at the rate fixed for the place where the official was last employed.

▼M25

2. In the event of the death of an established official, the resettlement allowance shall be paid to the surviving spouse or, in the absence of such a person, to the dependants within the meaning of Article 2 above, even if the requirement as to length of service laid down in paragraph 1 is not satisfied.

▼B

3. The resettlement allowance shall be calculated by reference to the official's marital status and salary at the date of termination of service.

4. The resettlement allowance shall be paid against evidence that the official and his family, or, where the official has died, his family only, have resettled at a place situated not less than 70 km from the place where the official was employed.

Resettlement of an official or of the family of a deceased official shall take place within three years of the date of termination of his service.

This time limit shall not apply as against persons entitled under him who can prove that they were unaware of the foregoing provisions.

C. Travel expenses**▼M131***Article 7*

1. An official shall be entitled to a flat-rate payment corresponding to the cost of travel for himself, his spouse and his dependants actually living in his household:

- (a) on taking up his appointment, from the place where he was recruited to the place where he is employed;
- (b) on termination of service within the meaning of Article 47 of the Staff Regulations, from the place where he is employed to the place of origin as defined in paragraph 4 of this Article;
- (c) on any transfer involving a change in the place where he is employed.

In the event of the death of an official, the surviving spouse and the dependants shall be entitled to the flat rate payment under the same conditions.

Travel expenses for children aged less than two years during the entire calendar year shall not be reimbursed.

2. The flat-rate payment shall be based on an allowance per kilometre of geographical distance between the places referred to in paragraph 1.

The kilometric allowance shall be:

EUR 0 for every km from	0 to 200 km
EUR 0,1895 for every km from	201 to 1 000 km
EUR 0,3158 for every km from	1 001 to 2 000 km
EUR 0,1895 for every km from	2 001 to 3 000 km
EUR 0,0631 for every km from	3 001 to 4 000 km
EUR 0,0305 for every km from	4 001 to 10 000 km
EUR 0 for every km over	10 000 km.

▼ **M131**

To the above kilometric allowance shall be added a flat-rate supplement amounting to:

- EUR 94,74 if the geographical distance between the places referred to in paragraph 1 is between 600 km and 1 200 km,
- EUR 189,46 if the geographical distance between the places referred to in paragraph 1 is greater than 1 200 km.

The above kilometric allowances and flat-rate supplements shall be updated every year in the same proportion as remuneration.

3. By way of derogation from paragraph 2, travel expenses which relate to a transfer involving a change between a place of employment within the territories of the Member States of the European Union and a place of employment outside those territories or to a transfer involving a change between places of employment outside those territories shall be reimbursed in the form of a flat-rate payment based on the cost of air travel in the class immediately superior to economy class.

4. An official's place of origin shall be determined when he takes up his appointment, account being taken in principle of where he was recruited or, upon express and duly reasoned request, the centre of his interests. The place of origin as so determined may by special decision of the appointing authority be changed while the official is in service or when he leaves the service. While he is in the service, however, such decision shall be taken only exceptionally and on production by the official of appropriate supporting evidence.

The effect of such a change shall not, however, be such as to recognise as the centre of the official's interests a place which is outside the territories of the Member States of the Union as well as outside the countries and territories listed in Annex II to the Treaty on the Functioning of the European Union and the territories of the Member States of the European Free Trade Association.

Article 8

1. Officials entitled to the expatriation or foreign residence allowance shall be entitled, within the limit set out in paragraph 2, in each calendar year to a flat-rate payment corresponding to the cost of travel from the place of employment to the place of origin as defined in Article 7 for themselves and, if they are entitled to the household allowance, for the spouse and dependants within the meaning of Article 2.

Where a husband and wife are both officials of the European Union, each has the right in respect of himself or herself and in respect of dependants to the flat-rate payment of travelling expenses, in accordance with the above provisions; each dependant shall be entitled to one payment only. The payment in respect of dependent children is fixed at the request of the husband or wife, on the basis of the place of origin of one or other of them.

Where an official marries during a given year and thereby becomes entitled to the household allowance, the travel expenses payable for the spouse shall be calculated in proportion to the period from the date of the marriage to the end of the year.

Any alteration to the basis of calculation which may arise from changes in family status after the date of payment of the sums in question shall not render the official concerned liable to make repayment.

Travel expenses for children aged less than two years during the entire calendar year shall not be reimbursed.

2. The flat-rate payment shall be based on an allowance per kilometre of geographical distance between the official's place of employment and his place of origin.

▼ **M131**

Where the place of origin as defined in Article 7 is outside the territories of the Member States of the Union as well as outside the countries and territories listed in Annex II to the Treaty on the Functioning of the European Union and the territories of the Member States of the European Free Trade Association, the flat-rate payment shall be based on an allowance per kilometre of geographical distance between the official's place of employment and the capital city of the Member State whose nationality he holds. Officials whose place of origin is outside the territories of the Member States of the Union as well as outside the countries and territories listed in Annex II to the Treaty on the Functioning of the European Union and the territories of the Member States of the European Free Trade Association and who are not nationals of one of the Member States shall not be entitled to the flat-rate payment.

The kilometric allowance shall be:

EUR 0 for every km from	0 to 200 km
EUR 0,3790 for every km from	201 to 1 000 km
EUR 0,6316 for every km from	1 001 to 2 000 km
EUR 0,3790 for every km from	2 001 to 3 000 km
EUR 0,1262 for every km from	3 001 to 4 000 km
EUR 0,0609 for every km from	4 001 to 10 000 km
EUR 0 for every km over	10 000 km.

To the above kilometric allowance a flat-rate supplement shall be added, amounting to:

- EUR 189,48 if the geographical distance between the place of employment and the place of origin is between 600 km and 1 200 km,
- EUR 378,93 if the geographical distance between the place of employment and the place of origin is greater than 1 200 km.

The above kilometric allowances and flat-rate supplements shall be updated every year in the same proportion as remuneration.

3. An official whose service is terminated in the course of a calendar year for any reason other than death or who is on leave on personal grounds during part of the year shall, if he is in active employment in the service of an institution of the Union for less than nine months of that year, be entitled only to part of the flat-rate payment provided for in paragraphs 1 and 2, calculated in proportion to the time spent in active employment.

4. Paragraphs 1, 2 and 3 of this Article shall apply to officials whose place of employment is within the territories of the Member States. Officials whose place of employment is outside the territory of the Member States shall be entitled for themselves and, if they are entitled to receive the household allowance, for their spouse and other dependants within the meaning of Article 2, in each calendar year, to a flat-rate payment for travel expenses to their place of origin, or to repayment of travel expenses to another place not exceeding the expense of travel to the place of origin. However, if the spouse and the persons referred to in Article 2(2) do not live with the official at the place of employment, they shall be entitled each calendar year to reimbursement of travel expenses from the place of origin to the place of employment or to another place not exceeding the cost of the former journey.

▼ M131

The flat-rate payment shall be based on the cost of air travel in economy class.

▼ B**D. Removal expenses****▼ M131***Article 9*

1. Within the limits of costs ceilings, officials obliged to change their place of residence in order to comply with Article 20 of the Staff Regulations upon entry into service or on a subsequent change of place of employment while in service and who have not been reimbursed in respect of the same expenses from another source, shall be entitled to the reimbursement of expenses incurred in respect of the removal of furniture and personal effects, including the cost of insurance against ordinary risks (notably breakage, theft, fire).

The ceilings shall take into account the official's family situation at the time of the removal, and the average costs of removal and associated insurance.

General implementing provisions shall be adopted by the appointing authority of each institution to give effect to this paragraph.

2. On termination of service or on death of an official, the expenses incurred in respect of removal from the place where he was employed to his place of origin shall be reimbursed within the limits defined in paragraph 1. Where the deceased official was unmarried, the expenses shall be reimbursed to those entitled under him.

3. In the case of an established official, removal shall be effected within one year of the end of his probationary period. On termination of service, removal shall be effected within three years as provided in the second subparagraph of Article 6(4). Removals effected after the expiry of the time limits set out in this paragraph shall be reimbursed only in exceptional cases and by special decision of the appointing authority.

▼ B**E. Daily subsistence allowance***Article 10***▼ M112**

1. Where an official furnishes evidence that a change in the place of residence is required in order to comply with Article 20 of the Staff Regulations, such official shall be entitled for a period specified in paragraph 2 of this Article to a subsistence allowance per calendar day as follows:

▼ M129

- EUR 39,17 for an official who is entitled to the household allowance,
- EUR 31,58 for an official who is not entitled to the household allowance.

▼ M112

The above scale shall be reviewed each time remuneration are revised pursuant to Article 65 of the Staff Regulations.

▼ M23

2. The period in respect of which the daily subsistence allowance is granted shall be as follows:

- (a) in the case of an official ► **M25** ► **C15** who is not entitled to the household allowance ◀ ◀: 120 days
- (b) in the case of an official ► **M25** ► **C15** who is entitled to the household allowance ◀ ◀: 180 days or, if the official is a probationer, the period of probation plus one month.

▼ M25

In cases where a husband and wife who are officials ► **M112** or other servants ◀ of the ► **M128** European Union ◀ are both entitled to the basic subsistence allowance, the period in respect of which it is granted as laid down in (b) shall apply to the person whose basic salary is the higher. The period laid down in (a) shall apply to the other person.

▼ M23

In no case shall the daily subsistence allowance be granted beyond the date on which the official removes in order to satisfy the requirements of Article 20 of the Staff Regulations.

▼ M112**▼ B****F. Mission expenses***Article 11*

1. An official travelling on mission and holding an appropriate travel order shall be entitled to reimbursement of travel expenses and to daily subsistence allowance in accordance with the following provisions.

▼ M112**▼ B**

2. ► **M112** The travel order shall state the probable duration of the mission, on the basis of which shall be calculated any advance which the official may draw against the daily subsistence allowance. ◀ Save where a special decision is taken, no advance shall be payable where the mission is not expected to involve an absence of more than twenty-four hours and is to be carried out in a country using the same currency as that used in the place where the official is employed.

▼ M112

3. Save in special cases, to be determined by special decision and in particular where an official is called back from leave, the reimbursement of mission expenses shall be limited to the cost of the most economical journey between the place of employment and the place of mission which does not require the official on mission to extend his stay significantly.

*Article 12***1. Travel by rail**

Travel expenses for missions carried out by rail shall be reimbursed on presentation of supporting documents on the basis of the cost of transport in first class by the shortest route between the place of employment and the place of the mission.

2. Travel by air

Officials shall be authorised to travel by air if the outward and return journeys by rail would total at least 800 kilometres.

3. Travel by sea

The Appointing Authority shall authorise in each case and on the basis of the length and cost of the journey the classes to be used and the cabin supplements which may be reimbursed.

4. Travel by car

Travel costs shall be reimbursed in the form of a lump sum based on the rail cost, in accordance with point 1; no other supplement shall be paid.

▼ M112

In the case of an official travelling on mission in special circumstances, however, the Appointing Authority may decide to grant that official an allowance per kilometre covered instead of the reimbursement of travel costs provided for above, if the use of public transport presents clear disadvantages.

Article 13

1. The daily subsistence allowance for missions shall comprise a flat-rate sum to cover all expenses incurred by the person on mission: breakfast, two main meals and incidental expenses, including local travel. Accommodation costs, including local taxes, shall be reimbursed up to a maximum fixed for each country, on production of supporting documents.

2. (a) The scale for the Member States is as follows:

▼ M119*(in EUR)*

Destination	Hotel ceiling	Daily allowance
Belgium	140	92
Bulgaria	169	58
Czech Republic	155	75
Denmark	150	120
Germany	115	93
Estonia	110	71
Greece	140	82
Spain	125	87
France	150	95
Ireland	150	104
Italy	135	95
Cyprus	145	93
Latvia	145	66
Lithuania	115	68
Luxembourg	145	92
Hungary	150	72
Malta	115	90
Netherlands	170	93
Austria	130	95
Poland	145	72
Portugal	120	84
Romania	170	52
Slovenia	110	70
Slovakia	125	80
Finland	140	104
Sweden	160	97
United Kingdom	175	101

▼ M112

Where an official on mission is provided with a meal or accommodation free of charge or reimbursed by one of the institutions of the ► **M128** Union ◀, an administration or outside body, this must be declared. A corresponding deduction will then be made.

- (b) The scale for missions in countries outside the European territory of the Member States shall be fixed and adjusted periodically by the Appointing Authority.

▼ M131

3. The Commission shall review every two years the rates set out in point (a) of paragraph 2. That review shall take place in the light of a report on the prices of hotels, restaurants and catering services, and shall be based on the indexes on the evolution of such prices. For the purpose of that review, the Commission shall act by means of delegated acts in accordance with Articles 111 and 112 of the Staff Regulations.

4. By way of derogation from paragraph 1, accommodation costs incurred by officials for missions to the principal places of work of their institution as referred to in Protocol No 6 to the Treaty on the Functioning of the European Union may be reimbursed on the basis of a flat-rate sum which shall not exceed the maximum fixed for the Member States in question.

▼ M112*Article 13a*

Detailed rules for the application of Articles 11, 12 and 13 of this Annex shall be laid down by the ► **M131** appointing authorities of the various institutions ◀ under the general implementing provisions.

▼ B**G. Fixed reimbursement of expenses***Article 14*

1. Officials who, by reason of their duties, regularly incur entertainment expenses may be granted a fixed rate allowance by the appointing authority, which shall determine the amount thereof.

In special cases, the appointing authority may in addition decide that part of the cost of accommodation for the officials concerned also be borne by the institution.

2. In the case of officials who, as a result of special instructions, occasionally incur entertainment expenses for official purposes, the amount of the entertainment allowance shall be determined in each instance on the basis of supporting documents and on terms to be laid down by the appointing authority.

▼ M112**▼ B***Article 15*

By decision of the appointing authority, ► **M112** senior management staff within the meaning of Article 29(2) of the Staff Regulations ◀ who do not have an official car at their disposal may receive a fixed allowance not exceeding ► **M97** EUR 892,42 ◀ a year to cover normal travel within the boundaries of the town where they are employed.

The allowance may, by reasoned decision of the appointing authority, be granted to an official whose duties constantly require him to make journeys for which he is authorised to use his own car.

▼B

Section 4
PAYMENT OF SUMS DUE

Article 16

1. Payment of remuneration to officials shall be made on the fifteenth day of each month for the month then current. The amount of remuneration shall be rounded off to the nearest ►**M94** cent ◀ above.
2. Where remuneration is not due in respect of a complete month, the amount shall be divided into thirtieths, and
 - (a) where the actual number of days payable is fifteen or less, the number of thirtieths due shall equal the actual number of days payable;
 - (b) where the actual number of days payable is more than fifteen, the number of thirtieths due shall equal the difference between the actual number of days not payable and thirty.
3. Where entitlement to family allowances and expatriation allowance commences after the date of entering the service, the official shall receive these from the first day of the month in which such entitlement commences. On cessation of such entitlement the official shall receive the sum due up to the last day of the month in which entitlement ceases.

▼M43*Article 17***▼M131**

1. Payment shall be made to each official at the place and in the currency of the country where he carries out his duties or, at the request of the official, in euros in a bank within the European Union.

▼M112

2. ►**M131** Under the conditions laid down in rules fixed by the appointing authorities of each institution by common consent after consulting the Staff Regulations Committee, officials may apply for special regular transfer of part of their remuneration. ◀ Under the preceding provision the following may be transferred, separately or in combination:
 - (a) for children attending an education establishment in another Member State, a maximum amount per dependent child equal to the amount of the education allowance actually received for that child;
 - (b) on production of valid supporting documents, regular payments to all other persons residing in the relevant Member State to whom the official provides evidence of having an obligation by virtue of a decision of the courts or the competent administrative authority.

The transfers referred to in point (b) may not exceed 5 % of the official's basic salary.

3. The transfers provided for in paragraph 2 shall be made ►**M131** in the currency of the relevant Member State ◀ at the exchange rate referred to in the second paragraph of Article 63 of the Staff Regulations. The amounts transferred shall be multiplied by a coefficient representing the difference between the correction coefficient for the country to which the transfer is made as defined in point (b) of Article 3(5) of Annex XI to the Staff Regulations and the correction coefficient applied to the remuneration of the official (referred to in point (a) of Article 3(5) of Annex XI to the Staff Regulations).

▼ M112

4. Apart from the transfers referred to in paragraphs 1 to 3, an official may request a regular transfer to another Member State ► **M131** in local currency ◀ at the monthly exchange rate, without application of any coefficient. This transfer may not exceed 25 % of the official's basic salary.