

2.1.

EUROPEAN PARLIAMENT



RULES GOVERNING THE PAYMENT OF EXPENSES AND ALLOWANCES TO MEMBERS¹

(updated on 1 February 2009)

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¹ On a proposal from the Quaestors, the Bureau takes an annual decision on the adjustment of Members' expenses and allowances in accordance with the system of annual index-linking. The Bureau took a decision on the 2007 adjustment at its meeting of 13 December 2006 (the table is annexed to the minutes of that meeting).

CHAPTER 1

TRAVEL EXPENSES

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Article 1 (as amended by Bureau decision of 7 April 2003)

1. Members of the European Parliament (hereinafter referred to as ‘Members’) shall be entitled to reimbursement of travel expenses in the form of a lump sum travel allowance in respect of proven and authorised attendance at meetings of the official bodies of the European Parliament (hereinafter referred to as ‘Parliament’).
2. For the purposes of paragraph 1, the official bodies of Parliament are:
 - (a) the plenary session of Parliament;
 - (b) the Bureau and Conference of Presidents;
 - (c) the Quaestors, the Conference of Committee Chairmen and the Conference of Delegation Chairmen;
 - (d) the committees and any subcommittee thereof and committees of inquiry set up in accordance with Chapter XX of the Rules of Procedure;
 - (e) interparliamentary delegations and any delegations set up for the purposes of conducting the conciliation procedure within the meaning of Rule 56 of the Rules of Procedure;
 - (f) political groups or their bodies when meeting to prepare for parliamentary sessions or for official study days;
 - (g) working parties and similar bodies set up by decision of the Bureau.
3. The Members defined in the following seven subparagraphs shall, for the purposes of paragraph 1, be authorised to attend meetings of the official bodies set out in the corresponding subparagraphs of paragraph 2:
 - (a) all Members elected in accordance with Rule 1 of the Rules of Procedure;
 - (b) members of the Bureau and of the Conference of Presidents as defined in Rules 21 and 23 respectively of the Rules of Procedure;
 - (c) Quaestors elected in accordance with Rule 15 of the Rules of Procedure, and members of the Conference of Committee Chairmen and of the Conference of Delegation Chairmen as defined in Rules 26 and 27 of the Rules of Procedure;
 - (d) Members elected in accordance with Rule 177, Members designated in accordance with Rule 178(1) and (2), and Members attending in accordance with Rule 46(6);
 - (e) Members designated in accordance with Rules 188 and 190 and 56(3) of the Rules of Procedure;
 - (f) Members belonging to the various political groups formed in accordance with Rule 29 of the Rules of Procedure;

- (g) Members appointed by the Bureau in its decision to set up a working party or similar body.
4. Members duly invited to attend a meeting of an official body shall, for the purposes of paragraph 1, be authorised to do so.
 5. Attendance at the plenary session shall be attested by a signature in the register open in the Chamber. Attendance at meetings of the other official bodies shall be attested by the Member's personal signature in an attendance register drawn up by the secretariat of the body concerned. Attendance within the meaning of Article 5(1) and Article 11(d) shall be certified in the central register referred to in these provisions.

By way of exception, attendance of a Member in accordance with this article may be attested by other supporting documents approved by the Quaestors (Bureau decision of 23 October 1984)^{2,3}.

Article 2 – Meetings of official bodies held within the territory of the European Community⁴
(as amended by Bureau decisions of 15 January 1996, 15-16 September 1997, 19 October 1998, 12 April 1999 and 12 November 2001)

1. In respect of meetings of official bodies held within the territory of the European Community as defined in Article 299 of the Treaty establishing the European Community and within Europe, the travel allowance referred to in Article 1(1) shall be calculated in accordance with the mode of transport used and on the basis of the distance travelled by the Member to the venue for the meeting, the point of departure being the Member's place of residence as shown in the official list of Members of Parliament and declared to the relevant department of Parliament (hereinafter referred to as the 'point of departure').
2. Where a Member makes the journey by air, the lump sum travel allowance shall be calculated on the following basis:

² To that end, Members may submit to the Members' Pay and Allowances Unit, for the attention of the Quaestor responsible for financial matters, a request justifying their failure to sign the register or an attendance register. In the exercise of the powers conferred on them by Article 1(5) and of their responsibility for the interpretation of these Rules provided for by Article 29(2) thereof, the Quaestors confirmed, at their meeting of 3 July 2002, that:

- the supporting documents within the meaning of Article 1(5) include hotel bills or travel tickets which confirm that the Member was actually present at the venue for the meeting, and that
- the Quaestor responsible for financial matters may authorise the submission of such documents or supporting documents on up to five occasions during each period of two and a half years.

They also decided that the maximum of five occasions would not be applied in the case of Members who found themselves in an objectively established exceptional situation which made it difficult or impossible for them to comply with the signature requirements.

³ The presence of a Member arriving late on the Monday of a Strasbourg part-session, for duly established reasons of force majeure in connection with travel difficulties, may be established by the signing of a central register open until 22.00 (Bureau decision of 10 April 2000).

⁴ For detailed implementing rules, see Quaestors' Communication No 9/99 which indicates, inter alia, that a Member who takes the view that the airport selected by the Administration does not enable him or her to reach without difficulty one of Parliament's three normal places of work may propose a different airport of departure. Provided that that airport is situated less than 150 km by road from the Member's place of residence, the Administration will make the change requested. If the airport is situated more than 150 km from the Member's place of residence, the request will be submitted to the Quaestors for a decision.

- (a) an amount equivalent to the normal air fare for the journey between the closest appropriate airport⁵ to the Member's place of residence and the airport serving the place of work concerned;
 - (b) an amount representing the airport journey expenses to cover travel between the point of departure and that airport. This amount shall be calculated on the basis of a single per-kilometre rate fixed by the Bureau, the minimum reimbursement being EUR 40 per return journey;
 - (c) an amount, fixed by the Bureau, per return journey on the basis of the distance between the point of departure and the place of work, known as the distance allowance. This allowance shall aim to take the length and conditions of the journey into account.
3. Where a Member does not travel by air (but rather, for example, by train or private car), the lump sum travel allowance shall be calculated on the following basis:
 - (a) an amount calculated on the basis of two flat rates fixed by the Bureau:
 - a full rate for the first 500 kilometres of the journey;
 - a reduced rate for the remainder of the journey;
 - (b) the distance allowance defined in paragraph 2(c).
4. Regardless of the mode of transport used, the various components of the lump sum travel allowance shall be calculated on the basis of the most direct route (or parts thereof) between the Member's point of departure and the venue for the meeting. This point of departure may not be further away from the venue for the meeting than the place of residence declared by the Member to Parliament's relevant department.

Members requesting payment of the lump sum travel allowance shall be required to submit the following supporting documents: the boarding card for any journey undertaken by air, the rail ticket for journeys undertaken by train, or a personal declaration that the journey has been made for journeys undertaken by private car or any other means of transport.

5. The minimum payment in respect of the travel allowance shall be EUR 40.
6. The lump sum travel allowance is designed to cover the costs of the entire journey (including, inter alia, ticket reservation fees, luggage charges, hotel expenses, meals and taxi fares).
7.
 - (a) By way of derogation from paragraph 6, Members not able to use an official car shall be entitled to reimbursement of taxi fares on presentation of the relevant receipt, duly dated, to the Members' Pay and Allowances Unit in respect of journeys between the airport or railway station of arrival or departure and the actual place of work;
 - (b) except in respect of journeys between an airport of arrival or departure and a capital city, journeys under (a) above shall not exceed 20 kilometres unless authorised by the Quaestors;

⁵ The Member's airport of departure used for calculating the price of the air ticket and the total distance travelled is the closest appropriate airport to the Member's declared place of residence which is able to issue a 'YY - economy class unrestricted normal fare' air ticket between that airport and the airport serving the venue for the meeting of the Parliament body.

- (c) taxi bills relating to the outward journey for the current working week and the return journey for the previous week shall be submitted to the Members' Pay and Allowances Unit, together with the other supporting documents concerning the week. They shall be incorporated into the pay statement for the week during which the journeys were made, and payment shall be made on the basis of the same arrangements.
8. Where it is established from the official list of Members that a Member's constituency or place of residence is within the territory of the European Community and outside Europe, that Member's travel expenses shall be reimbursed on the following basis:
- (a) the return air fare by the most direct route from the constituency or place of residence to the capital of his or her Member State, on presentation of the relevant ticket to the Members' Pay and Allowances Unit;
 - (b) the lump sum travel allowance calculated in accordance with paragraphs 2 and 3, from the said capital to the place of the meeting, with calculation of the distance allowance per return journey on the basis of the distance between the place of residence and the place of work.

Article 3 Meetings of official bodies held outside the territory of the European Community
(as amended by Bureau decisions of 11 February 1993, 15 January 1996, 15-16 September 1997 and 12 April 1999)

In respect of meetings of official bodies held outside the territory of the European Community as defined in Article 299 of the Treaty establishing the European Community or within the said territory and outside Europe, a Member's travel expenses shall be reimbursed on the following basis:

- (a) the lump sum travel allowance calculated in accordance with Article 2(2)(b) in respect of the journey between the Member's point of departure and the nearest international airport or the airport or airports used for taking off and landing by any special aircraft chartered, or by any aircraft on which group travel arrangements have been made, as appropriate;
- (b) the return air fare by the most direct route from the appropriate airport to the venue for the meeting, on presentation of the relevant ticket and the boarding card to the Members' Pay and Allowances Unit, unless the Member makes use of a special aircraft. The maximum amount refundable shall be the air fare in Club Class (Business Class) for the relevant journey.

Article 4 (as amended by Bureau decisions of 15-16 September 1997, 14-16 September 1998, 12 April 1999 and 3 May 1999)

1. Members shall be entitled to the lump sum travel allowance referred to in Article 1(1) only in respect of one return journey per working week.
2. Members who make more than one return journey within a working week shall be entitled to reimbursement of the travel expenses actually incurred in respect of a single additional journey. If they submit supporting documents to prove that the journey was connected with their political activities, they may likewise be entitled to reimbursement in respect of a

second journey made in the same week. Such expenses shall be reimbursed on the basis of the air fare or first-class rail fare, on presentation to the Members' Pay and Allowances Unit of the boarding card and the ticket, for journeys undertaken by air, and the rail ticket, for journeys undertaken by train. Travel by car shall be reimbursed on the basis of the first-class rail fare, on presentation of a personal declaration that the journey has been made⁶.

By way of derogation from paragraph 1, Members shall receive the lump sum travel allowance for a second return journey within a working week if the amount of the subsistence allowance to which they would be entitled in respect of intermediate days under Article 11(1)(b) exceeds the amount of the lump sum travel allowance.

3. Members who attend two or more meetings in different venues, or one meeting in two different venues, in the same working week shall, subject to paragraph 4, be entitled to reimbursement of travel expenses calculated in accordance with Article 2(2) and (3) on the basis of the shortest distance between the two venues⁷.
4. Members who return to their point of departure between the meetings referred to under paragraph 3 shall be entitled to reimbursement of travel expenses on the more favourable of the following two bases:
 - (a) a lump sum travel allowance calculated in accordance with Article 2(2) and (3) on the basis of the shortest distance between the venues for the two meetings;
 - (b) the expenses actually incurred in travelling from the venue for the first meeting to the point of departure and thence to the venue for the second meeting. Such expenses shall be reimbursed on the basis of the air fare or first-class rail fare, on presentation of the relevant ticket to the Members' Pay and Allowances Unit.
Travel by car shall be reimbursed on the basis of the first-class rail fare⁸.

⁶ As regards intermediate journeys by Members elected in the combined region of the South-West electoral region and Gibraltar, the Quaestors took note at their meeting of 28 September 2006, of the judgment handed down by the Court of Justice in Case C-145/04 (*Spain v United Kingdom*) allowing residents of Gibraltar to vote in elections to the European Parliament as part of the South-West region and decided consequently that British MEPs elected in the combined region of the South-West region and Gibraltar, should be entitled to reimbursement of [expenses incurred in making] intermediate journeys in accordance with the provisions laid down in Article 4 of the Rules governing the payment of expenses and allowances to Members'.

⁷ As regards '**triangular journeys**' undertaken by Members on behalf of a political group and in connection with the performance of their parliamentary duties, see the Bureau decision of 30 November 2005.

⁸ *Example*: If a Member resident in London has a meeting in Brussels followed by a meeting in Athens in the same working week, he would be entitled to the lump sum travel allowance calculated on the basis of the distance for the following: London-Brussels-Athens-London

If, however, the Member returns to London and then travels directly from London to Athens, he would then be entitled to the more favourable option between:

- | | | | | | |
|-----|-------------------------------|---|----------------|---|-----|
| (a) | London-Brussels-Athens-London | - | lump sum rate | - | and |
| (b) | London-Brussels | - | lump sum rate | | |
| | Brussels-London-Athens | - | actual cost | | |
| | Athens-London | - | lump sum rate. | | |

Article 5 (Bureau decision of 9 July 1987 as amended by Bureau decisions of 15 January 1996, 3 December 1997, 23 June 1999 and 10 December 2007)

1. Except during part-sessions, Members shall be entitled to the reimbursement of travel expenses arising from a visit to a Community institution (including Parliament) in Brussels made in connection with their duties, on the basis of the lump sum travel allowance referred to in Article 1(1), calculated pursuant to Article 2. A Member's attendance shall be established by the signing of the central attendance register⁹.

This entitlement shall also apply to Luxembourg and Strasbourg when official meetings of Parliament are held there, subject to the signing of the central attendance register.

2. Chairmen of political groups, chairmen of parliamentary committees (or, in either case, their duly authorised representative), vice-chairmen of parliamentary committees, chairmen of interparliamentary delegations (or their duly authorised representative), rapporteurs appointed in accordance with Rules 42 and 44 of the Rules of Procedure and draftsmen of opinions shall be entitled to reimbursement of travel expenses incurred in connection with a visit to a Community institution (including Parliament) in Brussels, Luxembourg or Strasbourg in the performance of their duties on the basis of the lump sum travel allowance referred to in Article 1(1) calculated in accordance with Article 2. However, on days when plenary sittings are organised, travel expenses as defined in this Article shall be reimbursed only where the mission has received prior authorisation from the President or from the Bureau of the European Parliament.
3. Members authorised to undertake a mission within the meaning of Rule 179(5) of the Rules of Procedure shall be entitled to reimbursement of travel expenses on the basis of the lump sum travel allowance referred to in Article 1(1) calculated in accordance with Article 2 or on the basis of Article 3, according to the place of the mission.
4. Members taking part in official visitors' seminars organised by Parliament in one of its places of work shall be entitled to reimbursement of travel expenses on the basis of the lump sum travel allowance referred to in Article 1(1) calculated in accordance with Article 2.

Article 6 (as amended by Bureau decision of 15 January 1996)

Travel expenses incurred by the President on missions in the performance of his or her duties as President of Parliament, and by a Vice-President or Quaestor on mission in the performance of his or her duties as Vice-President or Quaestor respectively, shall be reimbursed on the basis of the lump sum travel allowance referred to in Article 1(1) calculated in accordance with Article 2 or on the basis of Article 3, according to the place of the mission. However, on days when

⁹ During the weeks which Parliament's calendar specifically sets aside for external activities, this entitlement shall be limited to one journey, with no possibility of undertaking an intermediate journey, and expenses shall be reimbursed as follows:

- a. on the basis of expenses actually incurred if the Member also participates in an external activity taking place within the European Union, or
- b. under the lump sum travel allowance if the Member does not participate in an external activity or also participates in an external activity outside the European Union.

During these weeks, no more than three subsistence allowances may be claimed for days spent in Brussels and no such allowance may be claimed for public holidays or office closing days, except in the cases provided for in Article 11(1)(d).

plenary sittings are organised, travel expenses as defined in this Article shall be reimbursed only where the mission has received prior authorisation from the President or from the Bureau of the European Parliament.

Article 7

Non-attached Members shall be entitled to reimbursement of travel expenses on the basis of the lump sum travel allowance referred to in Article 1(1) calculated in accordance with Article 2 in respect of one journey to Brussels or Luxembourg per month to prepare for the plenary session¹⁰.

Article 8 (deleted by Bureau decision of 3 May 2004 which came into force on 20 July 2004)

Article 9

Without prejudice to Article 2(7), Members may, with the prior authorisation of the President or the Quaestor duly delegated, have the use of an official Parliament car. Members shall not be entitled to any reimbursement of travel expenses, on the basis of the lump sum travel allowance referred to in Article 1(1), in respect of any journey or part thereof for which the official car is provided.

Article 9a (Bureau decision of 12 November 2001)

Requests for reimbursement on the basis of Articles 2, 3, 4, 5, 6, 7 and 8 must be submitted to the Members' Pay and Allowances Unit no later than 31 October of the calendar year following that in which the travel and visits covered by the requests took place.

¹⁰ See also Article 12(3).

CHAPTER 2

TRAVEL ALLOWANCE

Article 10 (as amended by Bureau decisions of 13 December 1989, 3 April 1990, 19 November 1992, 15-16 September 1997, 12 April 1999, 3 May 1999, 12 November 2001, 16 December 2002 and 14 November 2005; for detailed application, see Quaestors' Communication No 1/98)

1. Members shall be entitled to an allowance of up to EUR 3500¹¹ per year, subject to annual indexation¹², to meet the expenses incurred in connection with travel undertaken in the performance of their duties (with the exception of travel within the country in which they were elected) subject to presentation of supporting documents^{13,14,15}.
2. Payments under this allowance shall be made on the basis of the air fare or rail fare, on presentation of the boarding card and air ticket, for journeys undertaken by air, and the rail ticket, for journeys undertaken by train, to the Members' Pay and Allowances Unit. In the case of journeys undertaken by car, reimbursement shall be based on the first-class rail fare, on presentation of a personal declaration that the journey has been made.

Additional reimbursement, where appropriate, of expenses incurred in the transportation of a Member's car by ferry shall be made on presentation of the ticket.

Taxi and car rental costs shall be reimbursed on presentation of the original invoice.

3. The allowance may also be used to cover hotel bills and other ancillary expenses on presentation of the original hotel bill.
4. The amount of expenses reimbursed may not, under any circumstances, exceed the actual costs incurred. Requests for reimbursement must be submitted to the Members' Pay and Allowances Unit no later than 31 October of the calendar year following that in which the travel and visits covered by the requests took place.
5. Committee and subcommittee chairmen shall receive an annual allowance not exceeding EUR 3 500 per committee or subcommittee, subject to annual indexation, to meet the expenses incurred in connection with travel undertaken in order to attend conferences or similar events which fulfil the following criteria:
 - the conference in question must relate to a topic which has a European dimension;

¹¹ Bureau decision of 13 December 2000 and European Parliament resolution of 14 December 2000 on the draft general budget of the European Union for the financial year 2001; the amount of EUR 3 500 was applicable with effect from 1 January 2001.

¹² By Bureau decision of 3 December 2008, the travel allowance was set at EUR 4 148 with effect from 1 January 2009.

¹³ In accordance with the Bureau decisions of 12 March 1996, 12 March 2001 and 30 May 2001, the cost of travel outside the three places of work by parliamentary committee rapporteurs pursuant to Rule 22(8) of the Rules of Procedure shall be reimbursed on the basis of the travel allowance referred to here.

¹⁴ The travel allowance may not be used for travel by committee delegations (Article 13 of the Bureau decision of 11 October 2006 on travel by parliamentary committees outside the three places of work of the European Parliament).

¹⁵ For the purposes of the application of this article, journeys undertaken by Members elected in France in the **French overseas departments and territories** shall not be regarded as travel within the country in which they were elected (interpretation adopted by the Quaestors at their meeting of 14 November 2001).

- the conference topic must fall within the remit of the committee or subcommittee of which the chairman has been invited to attend;
- the conference must have a parliamentary dimension;
- attendance must be authorised by the President of the European Parliament, after verification that the authorised ceiling has not been exceeded.

Committee and subcommittee chairmen invited to attend conferences or events which meet the criteria laid down above may appoint their vice-chairmen to represent them, on condition that they provide written authorisation for the allowance allocated to them to be used.

The allowance payable to each chairman under this paragraph is separate from the one provided for in paragraph 1 above, but use thereof is subject to the same terms for reimbursement as those set out in paragraphs 1 to 4 above¹⁶.

¹⁶ Paragraph 5 was added by Bureau decision of 14 November 2005.

CHAPTER 3

SUBSISTENCE ALLOWANCE

Article 11 (as amended by Bureau decisions of 15 January 1996, 3 May 1999, 26 September 2005 and 28 November 2007)

1. Members shall be entitled to a subsistence allowance:
 - (a) for each day on which they are engaged in activities in respect of which the lump sum travel allowance is payable under Articles 1, 5, 6, 7 and 8;
 - (b) for each intermediate day between any days referred to under (a) within the same working week, where they do not return to their point of departure;
 - (c) for each day of proven attendance at meetings of committees and other bodies of a national parliament, to which they have received an official invitation, provided that the Member concerned is not also a Member of the national parliament concerned¹⁷;
 - (d) for each free Friday and for any public holiday in the middle of the week when they were already present the previous day in one of the three normal places of work in order to attend a meeting of one of the official bodies of Parliament as set out in Article 1; Members' attendance shall be attested by their signature in an attendance register¹⁸ provided for that purpose¹⁹.

A free Friday shall be a Friday when no meeting of one of the official bodies of the European Parliament has been organised in a normal week set aside for meetings.

Public holidays which fall on a Friday shall not be classed as free Fridays.

2. The standard rate of the subsistence allowance shall be the rate currently fixed by the Bureau.
3. Members who, under Rule 147 of the Rules of Procedure, have been excluded from the Chamber shall forfeit their entitlement to the subsistence allowance for the duration of their exclusion (Bureau decision of 15 January 1985)²⁰.
4. The subsistence allowance shall be reduced by 50% for each day during which a Member has been absent for more than half of the roll-call votes taken on the Tuesday, Wednesday and Thursday of Strasbourg part-sessions and the second day of Brussels part-sessions²¹.

¹⁷ Article 11(1)(c) as amended by the Bureau decision of 26 September 2005.

¹⁸ Members wishing to claim under this provision must sign the attendance register available on working days at:

- Brussels: ASP 3 H 336

- Luxembourg: Schuman Reception

- Strasbourg: WIC, ground floor, room 003

(See Quaestors' Communications Nos 8/96 and 7/98).

¹⁹ At their meeting of 17 January 2001, and in the light of the duration of part-sessions as a result of the 2001 calendar, the Quaestors decided that, pursuant to Article 11(1)(d) of the Rules governing the payment of expenses and allowances to Members, an attendance register would be made available to Members present in Strasbourg on a Friday (following a part-session held there) who, for reasons concerning connecting flights or overland travel connections, are unable to return to their country of residence.

²⁰ Rules 9, 22, 96, 146, 147 and 148 of the Rules of Procedure were amended by a decision adopted in plenary session on 19 January 2006. By the same decision an Annex XVIa was added to the Rules of Procedure.

²¹ For detailed application, see Communication No 4/98.

Article 12 (as amended by Bureau decisions of 10 May 1989, 3 May 1999, 24 October 2001 and 12 November 2001)

1. For meetings of official bodies and for missions referred to in Articles 5(3) and 6 in respect of which travel expenses are reimbursed on the basis of the lump sum travel allowance referred to in Article 1(1), calculated in accordance with Article 2, the subsistence allowance shall be payable at the standard rate.
2. For meetings of official bodies and for missions referred to in Articles 5(3) and 6 in respect of which travel expenses are reimbursed on the basis of the lump sum travel allowance referred to in Article 1(1), calculated in accordance with Article 3, the subsistence allowance shall be payable at half the standard rate for the period between the departure time of the last convenient flight before the beginning of the meeting and the arrival time of the first convenient flight after the meeting, or between the departure time and the arrival time of the special aircraft chartered by Parliament, as appropriate. During this period, Parliament shall be responsible for the reimbursement of reasonable accommodation expenses incurred at the venue for the meeting (which shall include breakfast) or, should exceptional circumstances arise, during the journey itself²². Periods of more than 12 hours shall count as a full day. Periods of more than six, but fewer than 12, hours shall count as a half day²³.
3. For visits to a Community institution referred to in Articles 5(2) and 7, the subsistence allowance shall be payable at the standard rate. The Members concerned shall be required to inform the Members' Pay and Allowances Unit of the date and duration of the visit to the Community institution or of the mission.
4. For meetings of committees and other bodies of the national parliaments referred to in Article 11(1)(c), the subsistence allowance shall be payable at the standard rate on presentation of the official invitation to the Members' Pay and Allowances Unit (Bureau decision of 21 May 1985)²⁴.
5. Requests for reimbursement must be submitted to the Members' Pay and Allowances Unit no later than 31 October of the calendar year following that in which the visit covered by the request took place²⁵.

²² This provision does not apply to expenses incurred in the Member State where a Member was elected.

²³ Use of special-rate plane tickets: In cases where, at meetings of official bodies held outside the territory of the European Community as defined in Article 3 of the Rules governing the payment of expenses and allowances to Members, the work starts or ends no more than 24 hours before or after a weekend, the Member may bring the mission forward or extend it to cover the relevant weekend, in order to qualify for the most advantageous fare. The additional daily allowance payable will be calculated accordingly, on condition that the combined cost of the additional days and the ticket itself does not exceed that of the normal fare.

In the event of an 'IT' ticket (an inclusive ticket covering air fare, hotel accommodation, etc.) being used, the Member must submit, in addition to the ticket, a formal statement listing the services covered by the ticket, together with the price of those services (interpretation adopted by the Quaestors on 14 November 2001).

²⁴ Prior to the Bureau decision of 3 May 2004 (entry into force: 20 July 2004) the current paragraph 4 was the former paragraph 5.

²⁵ Prior to the Bureau decision of 3 May 2004 (entry into force: 20 July 2004) the current paragraph 5 was the former paragraph 6.

CHAPTER 4

OTHER ALLOWANCES

General expenditure allowance (as amended by Bureau decisions of 3 April 1995, 15 July 1996 and 3 May 1999)

Article 13

1. Members shall be entitled to a monthly lump sum allowance at the rate currently fixed by the Bureau to meet expenditure resulting from their activities in their capacity as Members not covered by other allowances under these Rules (hereinafter referred to as the 'general expenditure allowance').

All payments under the general expenditure allowance shall be made directly to the Member concerned.

This allowance is intended to cover, inter alia, the following expenses incurred in the Member State of election:

- travel and ancillary expenses,
- office management and running costs, in particular rent and related charges (heating, lighting, insurance, cleaning),
- the cost of purchasing or renting office equipment,
- telephone and postage,
- the purchase of office supplies,
- the cost of purchasing books, periodicals and newspapers,
- the cost of using public data consultation networks,
- the expenses involved in equipping Members of Parliament with communications equipment, for example the purchase or rental of a computer, a modem or communications card, a printer, communications, word processing, file management and spreadsheet, etc. software packages and any other related equipment, and the cost of maintaining such equipment,
- the cost of a subscription to the Internet and to databases,
- the cost of purchasing, using or maintaining a telecopier.

The allowance may not be used to cover personal expenses or to finance subsidies or gifts of a political nature.

2. The said allowance shall be payable for the duration of the Member's term of office as defined in Rule 4(1) of the Rules of Procedure. Where a Member's term of office commences on or after the sixteenth day of the month, the said entitlement shall be limited to one half of the said allowance.
3. One half of the said allowance shall also be payable for a period of three months following the month in which a Member's term of office comes to an end²⁶, provided that the Member has served for a period of at least six months and that he or she is not re-elected to the subsequent Parliament.

²⁶ Whether at the end of the five-year parliamentary term, on death or on resignation.

Reimbursement of Parliamentary assistance expenses (allowance paid to individual Members)

(as amended by Bureau decisions of 11 December 1995, 15 January 1996, 6 July 2000, 9 February 2004, 3 May 2004, 13 December 2004 and 13 December 2006)

Article 14

1. a) Members shall be entitled to the reimbursement of expenses arising from the employment or from the engagement of the services of one or more assistants in accordance with the conditions laid down in the Codex for Parliamentary Assistants^{27 28}. Expenditure incurred in connection with traineeship agreements, as referred to in Part II of the Codex, may also be reimbursed.

Application for reimbursement

2. a. To obtain reimbursement of parliamentary assistance expenses in accordance with paragraph 1, the Member shall submit an application for reimbursement accompanied by a copy of the employment contract concluded between the Member and an assistant, together with, where appropriate, a copy of the contract with a paying agent or a copy of the contract for the provision of services concluded between the Member and a service provider.
 - b. Where, pursuant to Article 4 of the Codex for Parliamentary Assistants, several Members have jointly employed or engaged the services of a single assistant, a separate application shall be submitted by each Member, giving details of the amounts of all payments.
3. The application, signed and dated by the Member, shall be deposited with the management service²⁹ and processed under the authority of the Quaestors. It shall include the following information:
 - the attached contract(s) and the type of assistance concerned;
 - the Member's instructions as to the payments and identification of the beneficiary/beneficiaries.
4. The Member shall notify to the management service any changes to be made in respect of the application for reimbursement and/or to the contract by submitting an application for amendment. He or she shall inform the other contracting party (or parties) thereof.

The employment contract

5. a. In respect of employment contracts, the Member shall forward to the management service, within three months of the assistant taking up his or her duties, a certificate of the assistant's membership of a social security scheme and, where the national law applicable so provides, a certificate of insurance covering accidents at work, failing which payments relating to the assistant concerned shall be suspended.

²⁷ Existing contracts with service providers not making human resources available to Members may continue to be reimbursed for a transitional period until the end of the current legislative term or until such activities have been covered under specific rules laid down by the Bureau, in conformity with the current rules.

²⁸ PE 352.685/BUR./FINAL.3-2006-09

²⁹ Directorate-General for Finance: Members' Pay and Allowances Unit.

- b. In addition, the Member shall, for the period laid down by the applicable national legislation and for no less than one year after the end of the parliamentary term, keep a pay statement record book itemising sums paid by way of remuneration and tax and social security deductions (paid by the employee and the employer).
- c. Where the Member has contracted a paying agent to handle the administrative management of contracts, the paying agent shall forward to the Member, at least once a year, as well as on expiry of the contract, statements of the expenditure incurred in respect of salaries, social security contributions, tax payments or any other refundable expenditure. Copies of those statements drawn up in accordance with the professional standards laid down by the national law applicable shall be forwarded to the management service.
- d. Members may apply for all or part of the parliamentary assistance expenses to be paid to a political group in the European Parliament only if the latter acts as a paying agent within the meaning of subparagraph 5.c. and provided that an application for reimbursement has been submitted in accordance with paragraphs 2 and 3.

Service contract

6. a. The service contract may provide for monthly payments being made as advance payments. The invoices or fee statements showing the provision of services and, where appropriate, regularising the advance payments made and determining any outstanding balance, shall be drawn up, in accordance with the national law applicable, for a period not exceeding 12 months. The Member shall keep the invoices or fee statements for the period laid down by the applicable national legislation and for no less than one year after the end of the parliamentary term.
 - b. The service provider shall forward to the Member at least once a year, as well as on expiry of the contract, a statement of the amounts invoiced, accompanied by a declaration certifying that all tax and social security obligations resulting from the applicable national legislation are complied with. The Member shall forward a copy of the statement and the accompanying declaration to the management service, authorising the regularisation of the advance payments made.
7. By way of derogation from paragraph 2.a. and from the first indent of paragraph 3, invoices or fee statements for occasional research, assistance, documentation or consultancy work connected with a Member's official duties may be reimbursed without submission of a copy of a written contract. Payment shall be made at the request of the Member and on submission of original invoices or fee statements, either by transfer to the Member's bank account, if the invoices have been duly paid, or directly to the beneficiary's account on behalf of the Member.

Article 15 (as amended by Bureau decisions of 15 July 1996, 1 September 2003, 9 February 2004 and 13 December 2004)

1. The maximum monthly amount of the reimbursement shall be fixed annually by the Bureau.

2. Expenses shall be eligible for reimbursement for the duration of the Member's term of office as defined in Rule 4(1) of the Rules of Procedure. Where a Member's term of office commences on or after the sixteenth day of the month, the Member's entitlement in respect of that month shall be one half of the amount referred to in paragraph 1.
3. Expenses shall be eligible for reimbursement for a period of three months following the month in which a Member's term of office comes to an end³⁰, unless
 - (a) the Member is immediately re-elected to the subsequent Parliament;
 - (b) the Member has served for less than six months before the end of the current parliamentary term;
 - (c) the assistant concerned is in receipt of other remuneration from any Community institution, or
 - (d) the assistant is employed by another Member during the period in question.

Should the Member, during this period and despite having taken in good time all the necessary steps required under the applicable law to terminate the contract on the expiry of her or his mandate, be legally bound under the relevant employment legislation to pay supplementary expenses over and above the amount corresponding to three months' worth of the maximum reimbursement, such expenses may be reimbursed, in addition to the amount referred to in paragraph 1, upon submission of duly established documentation certified by the competent national authorities.

4. Where a parliamentary assistant directly employed by the Member is absent for a period exceeding three months, either on maternity leave or on account of serious illness, the part of any costs of replacing him or her, as from the fourth month of absence, not covered by the employee benefits paid under the relevant national social security scheme, may be reimbursed in addition to the amount referred to in paragraph 1.
5. Members to whom Article 2(8) applies may obtain reimbursement of up to two return economy-class air fares per year between their constituency or place of residence and the capital of their Member State in respect of the travel expenses incurred by an assistant employed or engaged for the purposes of Article 14, on presentation of the relevant ticket to the management service. Any such reimbursement shall be in addition to the amount referred to in paragraph 1.

Article 16 (deleted by Bureau decision of 13 December 2006)

³⁰ Whether at the end of the five-year parliamentary term, on death or on resignation.

CHAPTER 5

INSURANCE POLICIES AND MEDICAL EXPENSES

Article 17 (as amended by Bureau decision of 27 April 2005)

The Secretariat shall contract for the benefit of all Members the insurance cover referred to in Articles 18 to 20:

1. insurance against accidents occurring either in the performance of their parliamentary duties or in private life;
2. life assurance;
3. insurance against theft and loss suffered in the performance of their parliamentary duties, with the exception of the theft or loss of portable computers.

All premiums shall be paid by Parliament.

Article 18 (as amended by Bureau decision of 3 April 1990)

1. The terms of the accident insurance policy shall include:
 - (a) compensation in the event of death amounting to EUR 250 000 and, in the event of total permanent disability, to EUR 375 000, with scaled reductions in cases of partial permanent disability;
 - (b) the cost of medical treatment up to EUR 7 500 per accident.
2. All accidents shall be reported within eight days to the Secretary-General with full particulars (date, time, place, causes and circumstances, names of witnesses, etc.); the report shall be accompanied by a medical certificate.

Article 19

1. The terms of the life assurance policy shall include a sum of EUR 15 338.75³¹ assured for each Member, payable either on death or on attainment of 60 years of age, subject to at least ten years' service as a Member or as soon thereafter as ten years' service has been completed.
2. Members leaving Parliament before the policy has matured, and after premiums have been paid for at least two years, shall be free to choose between:
 - (a) continuation of the policy up to the date of maturity originally fixed, the premiums payable by the Member concerned;
 - (b) conversion into a paid-up policy with a reduced sum assured, payment falling due on the date of maturity originally fixed; or
 - (c) payment of the surrender value.

³¹ Bureau decision of 4 February 1987.

Article 20 (as amended by Bureau decisions of 17 July 1997 and 27 April 2005)

The terms of the insurance policy against theft and loss shall include:

- (a) worldwide coverage;
- (b) a sum insured of EUR 2500 per loss or theft;
- (c) an EUR 25 excess payable by the Member in the event of a claim;
- (d) coverage of personal effects with the exception of cash and banknotes.

In the event of theft or loss of money occurring outside Parliament premises and reported to the police, cover up to a maximum of EUR 250 shall be provided if other personal effects apart from the stolen or lost money have likewise been lost or stolen.

All thefts or losses shall be declared within eight days to the Welfare Entitlements and Specific Expenditure Unit. The declaration must be accompanied by an invoice for the item lost or, failing that, for the replacement item if the value exceeds EUR 619.74.

Article 20a: Theft of portable computers (Bureau decision of 27 April 2005)

The European Parliament shall reimburse Members in the event of the theft of private portable computers used by them in the performance of their parliamentary duties, provided that:

- (a) an application for insurance, together with a copy of the relevant invoice, has been forwarded in advance to the management service;
- (b) the Member forwards a copy of the declaration of theft drawn up by the police authorities or, if the theft occurred on the premises of the European Parliament, by the Security Unit;
- (c) the theft was committed in aggravating circumstances, i.e. burglary, use of false or stolen keys, violence or threats;
- (d) the application for reimbursement is submitted to the management service within two weeks after the theft.

The maximum reimbursement shall be EUR 2 500 per Member and the excess for each loss shall be EUR 250.

The amount reimbursed shall take account of the annual 25% depreciation applied to computer equipment pursuant to Commission Regulation (EC) No 2909/2000 of 29 December 2000 on the accounting management of the European Communities' non-financial fixed assets³².

³² OJ L 336, 30.12.2000, p. 75.

Article 21 (See Annex IV) (Bureau decision of 24 September 1986 as amended by Bureau decisions of 12 December 1990, 15 April 1996, 14 December 1998, 5 September 2005 and 1 February 2006)³³

1. Subject to paragraphs 2, 3 and 4, Members, their spouses or stable non-marital partners as defined in Article 1(2)(c i, ii, iii) of Annex VII to the Staff Regulations of officials of the European Communities³⁴ and their dependent children³⁵ shall be entitled to reimbursement of medical expenses as follows:
 - (a) in respect of medical expenses actually incurred (i.e. costs of medical consultations, medical treatment, medical prescriptions, hospital charges), full reimbursement;
 - (b) in respect of related expenses (e.g. cost of post-operative or treatment therapy, convalescent or thermal cures, medical aids supplied on prescription, such as spectacle frames and lenses, dental prostheses, etc.), reimbursement in full up to the ceiling and in accordance with the conditions laid down for similar expenses in the Joint Sickness Insurance Scheme for officials of the European Community institutions.
2. Reimbursement shall be made only after presentation of the relevant invoice, duly paid and receipted and, where appropriate, other supporting documents and shall be limited to those sums, if any, which are not recoverable under any national or other sickness insurance scheme.
Reimbursement by Parliament shall be limited to 80% of the expenses incurred (subject to the provisions of paragraph 1(b)).
3. Where a national or any possible alternative sickness insurance scheme exists, Members, their spouses³⁶ and dependent children³⁷ who are eligible to participate therein, but do not do so, shall not be entitled to reimbursement under paragraph 1.
4. The amount reimbursed per insured person³⁸ per year shall not exceed EUR 30 000.
5. Any dispute arising out of the interpretation of this Article in specific cases, with particular regard to paragraph 1(b), shall be referred to the Quaestors for a decision.

³³ See also Communication to Members No 40/05.

³⁴ Stable non-marital partners are treated in the same way as spouses 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;

(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.

³⁵ For the purposes of these Rules and the Annexes hereto, 'dependent child' means the legitimate, natural or adopted child of a Member, or Member's spouse, who is actually being maintained by the Member if the child is under 18 years of age or is between 18 and 26 years of age and is receiving educational or vocational training.

³⁶ See the corresponding footnote to Article 21(1).

³⁷ See the corresponding footnote to Article 21(1).

³⁸ At its meeting of 1 February 2006 the Bureau amended the wording of the first sentence and abolished the EUR 30 threshold for the reimbursement of medical expenses to take account of the lower medical fees charged in the new Member States.

Article 21a (Bureau decision of 5 November 2003)

The Quaestors may authorise, on a proposal of the Secretary-General, that the European Parliament assumes the costs arising from additional assistance to a seriously disabled Member. The degree of disability and the appropriateness of the facilities proposed so as to enable the Member to carry out his or her duties shall require periodic confirmation by Parliament's Medical Officer.

Article 21b (Bureau decisions of 7 and 9 March 2005 and 3 April 2006³⁹)

1. In cases where
 - (a) a Member has a seriously disabled dependent child and
 - (b) professional assistance needs to be provided to that child in order to enable the Member to carry out his or her duties and
 - (c) no appropriate public social assistance is available to that child under national law,

the Quaestors may decide, on a proposal from the Secretary-General, that the European Parliament should contribute to the financing of the non-medical expenses arising from that assistance to the extent that it is not covered by public social security schemes or supplementary private insurance.

2. The degree of disability and the objective necessity of the assistance shall be assessed by Parliament's Medical Officer.
3. The Member in question shall submit all requisite evidence concerning the degree of disability and shall prove that the cost of the assistance is not reimbursed by any other social security scheme or supplementary private insurance.
4. The Member shall contribute to the payment of these expenses in accordance with the decision of the Quaestors, which shall duly take into account the provisions applicable to officials of the European Communities.

³⁹ At their meeting of 3 April 2006 the Quaestors decided that Article 21b enters into force retroactively at the beginning of the parliamentary term 20 July 2004.

CHAPTER 6

LANGUAGE AND COMPUTER COURSES⁴⁰

Article 22

1. Members shall be entitled to the reimbursement of expenditure actually incurred in their attendance at language or computer courses taught by approved establishments in accordance with the conditions laid down in this Chapter.
2. 'Approved establishment' shall mean a school or institute or self-employed teacher/trainer who holds the qualifications required by national law applicable to the courses given for the teaching of the language or the software application in accordance with the arrangements selected by the Member.

Article 22a: Language courses

1. Language courses organised by the European Parliament

During part-sessions held in Strasbourg and Brussels, Members may attend, at their request and within the limit referred to in Article 22d(1), one or more language courses in accordance with a timetable agreed with the teachers provided for them by the European Parliament on its premises for the five most-requested working languages (English, French, German, Italian and Spanish).

2. Courses in the official languages

- a. Members may attend courses in the official languages referred to in Rule 138 of Parliament's Rules of Procedure, the languages in which authentic versions of the treaties are drawn up and the official languages of the officially recognised applicant countries.

Members shall receive reimbursement in respect of the tuition fees paid for such courses.

- b. Members may also receive reimbursement in respect of the travel and subsistence allowances laid down in Article 22e below if they attend a course in a language school or institute situated on the European territory (excluding regions situated outside the European continent and the normal places of work of Parliament):
 - i. either of a Member State - other than the one in which they were elected - or of an officially recognised applicant country where the language studied is an official language of that country and provided that the courses include a minimum of four hours' tuition per day and last for at least five consecutive days⁴¹;
 - ii. or of a Member State or of an officially recognised applicant country of their choice where the course is organised as a 'total immersion' course, duly certified by the approved establishment.

3. Courses in other languages

⁴⁰ At its meeting of 3 May 2004 the Bureau adopted a new version of Article 22 et seq. of these Rules, which entered into force on 20 July 2004.

⁴¹ The five days may be interrupted for a maximum of two public holidays when the teaching establishment is closed.

Members may attend courses in languages other than those referred to in paragraph 2 above, provided that the languages have a direct connection with their official duties and that the Member receives prior authorisation from the Quaestor responsible for professional training.

Members shall receive reimbursement solely in respect of the tuition fees for such courses.

Article 22b: Computer courses

1. Members may attend computer courses organised by Parliament for the application of the software that it provides for Members.

Members shall receive no reimbursement in respect of attendance at such courses.

2. Members may attend courses given outside Parliament for the application of software that they use in the exercise of their duties.

Members shall receive reimbursement solely in respect of the tuition fees for such courses.

Article 22c: Distance-learning and self-tuition ⁴²

Members may take distance-learning language or computer courses, including online courses, or purchase self-tuition materials required in connection with language or computer courses.

With respect to such courses, Members shall receive reimbursement in respect of the distance-learning registration fees and/or the cost of the teaching materials or software purchased. The cost of internet connection and use shall not be reimbursed.

Article 22d: Reimbursement of tuition fees ⁴³

1. Reimbursement of tuition fees may not exceed EUR 5000 in respect of language courses and EUR 1500 in respect of computer courses in any one year. Within those limits, a maximum of EUR 500 may be reimbursed in respect of distance learning or self-tuition materials.

In an election year, the maximum amounts shall be allocated on a pro rata basis between the outgoing Member and the newly elected Member.

2. Tuition fees shall be reimbursed on the basis of a written request from the Member, which must be accompanied by the following supporting documents⁴⁴:
 - a. the invoice relating to the tuition fees, drawn up in due form and duly receipted in respect of the total amount, and stating
 - i. the Member's name,

⁴² Modified by the Bureau decision of 8 October 2008

⁴³ Modified by the Bureau decision of 8 October 2008

⁴⁴ At their meeting of 7 June 2006 the Quaestors decided that if an invoice is issued by an intermediary third party, it must distinguish between tuition fees and other charges and that proof of payment to the authorised establishment must be attached to the invoice along with a certificate of regular attendance issued by this establishment.

- ii. the name, address and legal status of the approved establishment,
 - iii. the total cost of the course and a breakdown of the cost which shows the provision of any transport, accommodation or meals included in the total cost,
 - iv. where appropriate and where required by law, the VAT number and the commercial register number of the approved establishment;
 - b. a certificate of regular attendance stating the number of hours of tuition attended and the dates and times thereof.
3. The costs incurred in distance learning or in the purchase of self-tuition materials shall be reimbursed on the basis of a written request from the Member, which must be accompanied by:
- a. the invoice, drawn up in due form and duly receipted for the full amount, stating the name of the Member and the total cost of the registration fee for the distance learning course and/or the type of teaching material or software purchased;
 - b. detailed documentation relating to the programme selected or a description of the material purchased;
 - c. and, in the case of online courses, proof of participation specifying the number of lessons taken and the dates and times thereof.

Article 22e: Reimbursement of travel and subsistence expenses

- 1. Members attending the language courses referred to in Article 22a(2)(b) shall be entitled to:
 - a. reimbursement of expenditure actually incurred in a maximum of two return journeys per year;
 - b. a subsistence allowance at half the standard rate and for a maximum of 20 days per year, provided that the Member can prove that he or she actually had to bear the cost of accommodation.
- 2. The reimbursement shall be made:
 - a. in respect of air travel, on the basis of the economy-class air fare and according to the most direct route, on presentation of the air ticket and boarding cards;
 - b. in respect of travel by train or boat, including, where appropriate, supplements actually paid (for example: sleepers, couchettes, cabins, etc.), on presentation of the original supporting documents;
 - c. in respect of travel by private car, on presentation of a written declaration specifying the actual distance covered: reimbursement on the basis of the first-class rail fare (or, where appropriate, coach fare);
 - d. in respect of travel by taxi, on presentation of the original supporting documents specifying the distance travelled, in respect of journeys not exceeding 40 km made on arrival at or departure from the place where the course is held;
 - e. in respect of the subsistence allowance, on presentation by the Member of an invoice which proves that the Member actually bore the cost of accommodation.
- 3. The supporting documents must be presented together with those relating to tuition fees.

CHAPTER 7

ACCOUNTS AND SETTLEMENTS

Article 23 (as amended by Bureau decisions of 16 September 1998, 3 May 1999 and 13 January 2003)

1. Sums due to Members in respect of the general expenditure allowance under Article 13 shall be paid by way of bank transfer on the first day of the month in question to a bank account in a Member State of the Community.
2. Sums due in respect of the parliamentary assistance allowance shall be paid in accordance with Article 14 by way of bank transfer on the fifteenth day of the month in question to a bank account (or bank accounts) specified by the Member in the Member State in which the assistant concerned mainly carries out his/her work or in the Member State in which the social security contributions must be paid or in the Member State to whose law the contract is subject.
3. Sums due to Members in respect of other allowances and the reimbursement of expenses under these Rules shall be paid by bank transfer to a bank account in a Member State of the Community.

Article 24

1. Where payments are to be made by bank transfer, Members shall, on commencement of their term of office, provide the Secretary-General with the following information:
 - (a) the name(s) and address(es) of a bank or banks in one or more Member States into which Parliament shall pay any sums due to the Member;
 - (b) the name and number of the personal accounts held in the bank(s) nominated under (a).
2. Until the Secretary-General receives the information required under paragraph 1, no payments may be made to the Member concerned.
3. Members wishing to amend any of the information supplied under paragraph 1 shall notify any such amendment in writing to the Secretary-General.

Article 25 (as amended by Bureau decisions of 14-16 September 1998, 12 April 1999 and 3 May 1999)

1. Members purchasing from the European Parliament Travel Office tickets for private travel or for official European Parliament journeys in the European Community (covered by the lump sum travel allowance) shall be required to pay for their tickets as soon as they receive them.
2. If a ticket for an official journey outside the European Community is issued to a Member by the European Parliament Travel Office, the Member concerned, if he or she does not pay for it by other means, shall sign an acknowledgement of receipt.

Article 26 (as amended by Bureau decisions of 10 May 1989, 15 January 1996, 16 September 1998, 3 May 1999, 13 January 2003 and 30 November 2005)

1. (a) Payments by bank transfer made to a Member State in the euro area shall be denominated in euros; payments by bank transfer made to a Member State which is not part of the euro area shall be denominated in euros or in the currency of the Member State concerned;
- (b) for Members participating in official delegations of the European Parliament meeting outside the Community, payments by way of advances in respect of hotel expenses and of the subsistence allowance may be made by bank transfer in euros or in the currency of a Member State outside the euro zone.

In the case of meetings outside the Community attended by a large number of Members, such as the annual meeting of the ACP-EU Joint Parliamentary Assembly, the Secretary-General may authorise specific arrangements for the payment of advances.

2. Where payments under paragraph 1 are denominated in euros, the conversion rate from the euro to the appropriate national currency shall be:
 - (a) for the travel expenses provided for under Chapter I and the subsistence allowance provided for under Article 11, the rate for the penultimate working day of the month, as published in the Official Journal of the European Union; this rate shall apply from the first Monday of the following month
 - (b) for the general expenditure allowance provided for under Article 13 and the reimbursement of parliamentary assistance expenses provided for under Article 14, the rate applying on the penultimate working day of November of the year preceding the year in question, as published in the Official Journal of the European Union.

Nevertheless, for each five-year parliamentary term, in the case of the reimbursement of parliamentary assistance expenses provided for under Article 14, where the application of the rate referred to above results, after applying the annual indexation and any possible increase decided by the Bureau, in an amount denominated in national currency which is less than the amount paid during the previous year, the rate to be applied shall be the one that allows exactly the same amount to be paid in national currency as in the previous year. For the purposes of this rule, the amount to be considered shall be the equivalent value of the maximum monthly amount, fixed in accordance with Article 15(1), expressed in terms of the appropriate national currency on the basis of the conversion rate applied pursuant to Article 26(2)(b) for each year in question⁴⁵.

⁴⁵ Article 26(2)(b) and the last subparagraph of paragraph 2 as amended by Bureau decision of 30 November 2005.

CHAPTER 8

GENERAL AND FINAL PROVISIONS

Article 27 (as amended by Bureau decisions of 16 February 1998 and 12 February 2003)

1. On commencement of their term of office, Members shall receive a copy of these Rules from the Secretary-General and shall acknowledge receipt thereof in writing.
2. Any Member who considers that these Rules have been incorrectly applied may write to the Secretary-General. In the event that no agreement is reached between the Member and the Secretary-General, the matter shall be referred to the Quaestors, who shall take a decision after consulting the Secretary-General. The Quaestors may also consult the President and/or the Bureau.
3. Where the Secretary-General, in consultation with the Quaestors, is satisfied that undue sums have been paid by way of allowances provided for Members by these Rules, he shall give instructions for the recovery of such sums from the Member concerned.
4. In exceptional cases, and on a proposal submitted by the Secretary-General after consulting the Quaestors, the Bureau may, in accordance with Article 73 of the Financial Regulation and its implementing rules, instruct the Secretary-General temporarily to suspend the payment of parliamentary allowances until the Member has repaid the sums improperly used.

The Bureau's decision shall be taken with due regard for the effective exercise of the Member's duties and the proper functioning of the Institution, the views of the Member concerned having been heard before the adoption of the said decision.

Article 28 (Bureau decision of 12 November 1986 as amended by Bureau decisions of 15 January 1996, 12 May 1997 and 2 May 2001)

1. Any Member who, in a parliamentary year (from 1 September to 31 August), is absent on at least 50% of those days fixed by the Bureau for plenary sessions of Parliament shall reimburse to Parliament 50% of the general expenditure allowance, as provided for under Article 13, relating to that period.
2. Any period of absence referred to in paragraph 1 may be excused by the President on the grounds of ill-health or serious family circumstances⁴⁶, or the presence of the Member concerned elsewhere on mission on behalf of Parliament. Supporting documents shall be submitted to the Quaestors within a maximum of two months from the date on which the absence began.
3. Pending the adoption of a Statute for Members, a Member expecting a child shall be excused attendance at official meetings of Parliament for a period of three months preceding the birth of a child. The Member must submit a medical certificate indicating the probable date of confinement. After confinement, the Member shall be excused attendance

⁴⁶ Hospitalisation of a Member's spouse is to be regarded as a serious family circumstance within the meaning of Article 28 (interpretation adopted by the Quaestors at their meeting of 14 March 2001).

at official meetings for a period of six months. The Member must submit a copy of the child's birth certificate.

Article 29

1. These Rules shall enter into force on 1 January 1984⁴⁷.
2. In accordance with the instructions issued by the President, the Quaestors and the Secretary-General shall be responsible for their interpretation and proper implementation.

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⁴⁷ Article 29(1) applies only to the first version of these Rules. The successive amendments entered into force on the day of their adoption by the Bureau, save where the relevant decisions stipulated otherwise.

SURVIVOR'S PENSION

(text as amended by the Bureau on
13 December 1988, 10 July 1990, 10 July 1995 and 5 September 2005)

Article 1 (as amended by Bureau decision of 5 September 2005)

Pending the establishment of a Community salary and pensions scheme for Members, the surviving spouse or surviving stable non-marital partner as defined in Article 1(2)(c) of Annex VII to the Staff Regulations of officials of the European Communities and the dependent children⁴⁸ of a Member who dies during his or her term of office or while in receipt of the invalidity pension referred to in Annex II hereafter shall be entitled, respectively, to a survivor's pension and an orphan's pension.

Article 2

The amount of these pensions shall be equal to a percentage of the basic salary of a Judge at the Court of Justice of the European Communities, i.e.:

- for the surviving spouse
or surviving stable non-marital partner 25%
- for each dependent child⁴⁹ where
the mother or father is still alive 5%
- for each child who has lost both parents 10%

Article 3 (as amended by Bureau decision of 5 September 2005)

The amount of all pensions shall be expressed in euros.

No weightings shall be applied to pensions which came into effect after 1 May 2004.

Pensions granted before 1 May 2004 in respect of which a weighting above 100 was applied shall be subject, from 1 May 2004 to 1 May 2009, to a transitional weighting, calculated in accordance with Article 20(2) of Annex XIII to the Staff Regulations of officials of the European Communities.

Article 4 (as amended by Bureau decision of 5 September 2005)

The gross amount of the survivor's and/or orphan's pension which may be claimed on the same

⁴⁸ See the corresponding footnote to Article 21(1) of these Rules.

⁴⁹ See the corresponding footnote to Article 21(1) of these Rules.

grounds⁵⁰ from the national authorities by the spouse or stable non-marital partner as defined in Article 1(2)(c) of Annex VII to the Staff Regulations of officials of the European Communities and/or dependent children⁵¹ of a Member who dies during his or her term of office shall be deducted from the amount calculated in accordance with Article 2.

Article 5

When the definitive Community scheme enters into force, the benefits referred to above shall be replaced by similar benefits laid down in the definitive scheme, even if the latter are lower.

⁵⁰ Refers to the amount of the survivor's and/or orphan's pension due from the national authorities solely in respect of the holding of the office of Member of the European Parliament (interpretation adopted by the Quaestors at their meeting of 12 December 2001).

⁵¹ See the corresponding footnote to Article 21(1) of these Rules.

INVALIDITY PENSION

(Bureau decision of 24-25 May 1982 setting up a provisional invalidity pension scheme, as amended on 14 May 1992, 3 April 1995 and 5 September 2005)

Article 1

A Member who is recognised by the Invalidity Committee referred to in Article 6 below as suffering from total disability which prevents him or her from performing his or her duties and who consequently resigns his or her seat in Parliament shall be entitled from the first day of the month following his or her resignation to the following benefits:

- (a) where disability is recognised as permanent, he or she shall be entitled to a pension for life which shall be equal to 30% of the basic salary of a Judge at the Court of Justice of the European Communities; for each dependent child⁵², the pension paid shall be increased by an amount equal to 5% of the basic salary referred to above;
- (b) where disability is temporary, and until he or she recovers, he or she shall be entitled to the pension(s) referred to in paragraph (a).

Article 2

Payments received:

- (a) by way of a national invalidity pension;
- (b) by way of a retirement pension paid pursuant to Annex III to these Rules or a national retirement pension paid to former Members;
- (c) for the performance of duties remunerated from public funds;

shall be deducted from the amount of the invalidity pension.

Article 3

A former Member who no longer fulfils the conditions set out in Article 1 shall lose his or her entitlement to an invalidity pension.

Article 4 (as amended by Bureau decision of 5 September 2005)

The amount of all pensions shall be expressed in euros.

No weightings shall be applied to pensions which came into effect after 1 May 2004.

Pensions granted before 1 May 2004 in respect of which a weighting above 100 was applied shall be subject, from 1 May 2004 to 1 May 2009, to a transitional weighting, calculated in accordance with Article 20(2) of Annex XIII to the Staff Regulations of officials of the European Communities.

⁵² See the corresponding footnote to Article 21(1) of these Rules.

Article 5

Appropriations for the payment of invalidity pensions shall be entered in the European Parliament's budget.

Article 6

The Invalidity Committee shall consist of three doctors, appointed as follows:

- the first, by the Member concerned;
- the second, by the Institution;
- the third, by the joint agreement of the two doctors thus appointed.

Article 7

When the definitive Community scheme enters into force, the benefits granted in accordance with the above decision shall be replaced by similar benefits laid down in the definitive scheme, even if the latter are lower.

RETIREMENT PENSION

(Enlarged Bureau decision of 4 November 1981;
Bureau decision of 24 and 25 May 1982, as amended on 13 September 1995 and 6 June 2005)

Article 1

1. All Members of the European Parliament shall be entitled to a retirement pension.
2. Pending the establishment of a definitive Community pension scheme for all Members of the European Parliament, where no pension is provided under national arrangements or where the level and/or conditions of such pension are not identical to those applicable to Members of the national parliament of the Member State for which the Member was elected, a provisional pension shall, at the request of the Member concerned, be paid from the European Union budget, Parliament Section.

Article 2 (as amended by Bureau decision of 6 June 2005)

1. The level and conditions of such pension shall be identical to those applicable to the pension for Members of the lower house of the parliament of the Member State for which the Member of the European Parliament was elected.
2. A Member benefiting under Article 1(2) shall be required, when joining the scheme, to pay to the European Union budget a sum so calculated that he or she pays the same overall contribution as that payable by a Member of his or her parliament under national provisions.

Article 3 (as amended by Bureau decision of 6 June 2005)⁵³

1. Applications to join this provisional pension scheme must be submitted within 12 months of the beginning of the Member's term of office.

Once that time-limit has expired, membership of the pension scheme shall take effect from the first day of the month in which the application was received.

2. Applications for payment of the pension must be made within six months of the commencement of entitlement.

Once that time-limit has expired, the pension shall be payable from the first day of the month in which the application was received.

⁵³ See also the Quaestors' Communication to Members No 30/05.

Article 4

For the calculation of the amount of the pension, any period of service in the parliament of a Member State may be aggregated with the period of service in the European Parliament. Any period during which a Member has a dual mandate shall count only as a single period.

Article 5

These rules shall enter into force on the date of their adoption by the Bureau.

[transitional provision no longer applicable]

IMPLEMENTATION OF ARTICLE 21 (MEDICAL EXPENSES)
OF THE RULES GOVERNING THE PAYMENT OF
EXPENSES AND ALLOWANCES TO MEMBERS OF THE EUROPEAN
PARLIAMENT

(Bureau decision of 24 September 1986, as amended by Bureau decisions of 12 December 1990,
15 April 1996 and 17 July 1997 and 12 November 2007)

TITLE 1 - DEFINITIONS

1. 'Medical expenses', as provided for in Article 21(1)(a), shall cover:
 - consultations and visits,
 - surgical treatment,
 - hospitalisation,
 - radiology, analyses,
 - dental treatment,
 - pharmaceutical products on medical prescription.

2. 'Ancillary medical expenses', as provided for in Article 21(1)(b), shall cover in particular:
 - (a) dental treatment and prostheses,
 - (b) miscellaneous physiotherapy and kinesitherapy treatments and similar treatments
 - (c) prosthesis, orthopaedic appliances, and other medical equipment
 - (d) treatment by medical auxiliaries and services associated with dependence,
 - (e) cures
 - (f) confinements and treatments for infertility,
 - (g) transport costs.

A medical prescription or report is required for all the treatments listed above with the exception of those referred to in point (a).

3. A Member shall be required firstly to obtain reimbursement under a national or any other insurance scheme before applying to the European Parliament for reimbursement. Reimbursement, therefore, shall be made only:
 - upon presentation of written evidence of the amount received under a national or other scheme;
 - upon presentation of the relevant invoice, duly paid and accompanied by proof of payment.

4. Where a Member, his or her spouse or stable non-marital partner⁵⁴ or a dependent child⁵⁵, eligible to benefit from free health care provided by the State in which the Member concerned is elected, chooses not to benefit from the free services, or where the treatment facilities chosen (e.g. private hospital, clinic), are not reimbursed under a national insurance scheme, the reimbursement shall be limited to 80% (subject to Article 21(1)(b)) of the expenses incurred.

5. Applications for the reimbursement of medical expenses must, except in proven cases of

⁵⁴ See footnote 34 to Article 21(1) of these Rules

⁵⁵ See footnote 35 to Article 21(1) of these Rules.

force majeure, be submitted, using the 'Claim for reimbursement' form⁵⁶, duly completed and signed, within 18 months following the date of the service. They must be submitted together with the following:

- (a) a copy of the invoice, together with proof of payment and a document showing the amount reimbursed by the national scheme, or
 - (b) if no reimbursement is obtained from the national scheme, the original invoice, together with proof of payment.
6. Medical invoices must be detailed in such a way as to allow identification of the services and the reimbursement thereof in accordance with the Rules. They must conform to the legislation in the country of issue and include the following particulars:
- full name of patient
 - nature of medical treatment(s),
 - date of, and fees paid for, each medical treatment,
 - name and official references of the health care provider.

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TITLE II

Main terms of the JSIS applicable by analogy to the reimbursement of ancillary medical expenses under Article 21(1)(b) of these Rules

I. DENTAL TREATMENT AND PROSTHESES

1. Periodontal treatment

The costs of periodontal treatment shall be reimbursed up to a ceiling of EUR 350 per sextant, i.e. EUR 2 100 for the whole mouth, over a period of 10 years. A second reimbursement may be authorised under the same conditions once 6 years have elapsed after the end of the 10-year period.

2. Orthodontic treatment

The costs of orthodontic treatment (dentofacial orthopaedics) shall be reimbursed up to a ceiling of EUR 3 300 for the entire course of treatment.

Orthodontic treatment must start before the patient's 18th birthday, except in the case of serious buccal cavity disease, maxillofacial surgery, maxillofacial trauma, or serious temporomandibular joint problems diagnosed by x-ray and clinical examination.

3. Dental occlusion

The costs of treating dental occlusion (bite) problems shall be reimbursed up to a ceiling of EUR 450 for the entire course of treatment. Such treatment, which shall be reimbursable once only, comprises

- the preliminary study, excluding x-rays;

⁵⁶ Available on Parliament's Intranet site

- occlusal splint/night guard;
- check-ups on the appliance;
- occlusal equilibration sessions.

4. Dental prostheses

The costs of dental prostheses shall be reimbursed up to the maximum reimbursable amounts laid down in the table below. Authorisation to replace removable or fixed prostheses for which reimbursement has already been obtained may be granted only after a period of 6 years. The reimbursement will be made in accordance with the conditions set out above.

<u>Type of treatment</u>	<u>Ceiling (€)</u>
1.a. Fixed prostheses	
Gold or ceramic inlay, inlay core	250
Cast crown, telescopic crown, ceramo-metallic crown or element, ceramic facet	250
Attachment (Dolder bar: by pillar)	250
Temporary crown or pontic tooth	30
b. Repair of fixed prostheses	
Removal or replacement of fixed elements (by element)	50
Repair of crowns or bridgework elements (with the exception of temporary crowns and elements), by element	90
2. a. Removable prostheses	
Resin base plate, occlusal splint/night guard (excluding bleaching guard)	200
Tooth or clasp on resin plate	50
Complete upper or lower denture	800
Temporary resin base plate	90
Temporary tooth or clasp on resin plate	30
Metal plate (with clasps)	400
Tooth on metal plate (up to maximum of 10)	100
b. Repair of removable prostheses	
Repair of resin plate, addition (replacement) of one tooth or clasp on resin or metal plate(*)	60
Rebasing (partial or full/resin or metal plate)	150

5. Implantology

Implant treatment shall be reimbursed up to a ceiling of EUR 550 per implant. Reimbursement shall be limited to 4 implants in the upper jaw and 4 in the lower jaw, i.e. a maximum of 8 implants. Treatment of this type is reimbursable once only and comprises:

- the preliminary study, excluding x-rays;
- the synthetic bone graft;
- the material implanted: implant, abutment, membrane, etc.;

- local anaesthetics;
- the surgical procedure to place the intra-osseous implant;
- uncovering the implant several months after osteo-integration.

II. MISCELLANEOUS PHYSIOTHERAPY AND KINESITHERAPY TREATMENTS AND SIMILAR TREATMENTS

A medical prescription is required for therapeutic treatments of which the maximum number of refundable sessions per 12-month period is shown below.

Medical prescriptions must be made out before treatment starts and dated less than six months before the date of the first treatment. They must include at least the following information:

- name of patient,
- reason for the treatment,
- type of treatment and number of sessions prescribed.

Maximum number of sessions per year	Type of treatment	Ceiling (€)
30	Aerosol therapy	--
10	Consultation of a dietician	25
60	Kinesitherapy, physiotherapy, and similar treatments such as medical massage, medical gymnastics, mobilisation, rehabilitation, mecanotherapy, traction, mud baths, hydromassages, hydrotherapy, electrotherapy, radar, ionisation, short-wave treatment, special currents infra-red rays, ultrasound, etc.	25
12	Medical chiropody	25
30	Acupuncture (carried out by a practitioner legally authorised to perform this type of treatment)	25
30	Mesodermal treatment (carried out by a doctor or in hospital)	45
24	Chiropractic/osteopathy	40
20	Lymphatic drainage	25
20	Laser : laser or dynamic phototherapy (dermatology)	--
20	Orthoptics	35
30	Psychotherapy	ceiling depending on type of session (individual, groups, etc.)
	Depending on age Logopaedic assessment/speech therapy	
35		

III. PROSTHESES, ORTHOPAEDIC APPLIANCES, AND OTHER MEDICAL EQUIPMENT

(a) Spectacles: lenses and frames

Reimbursement of the cost of spectacles shall be limited to two pairs, consisting of a frame and corrective lenses regardless of type:

- either one pair of spectacles with single vision lenses for near vision and one pair of spectacles with single vision lenses for distance vision,
- or one pair of spectacles with multifocal or graded focal length lenses and, if necessary, one pair of spectacles for correcting short or long sight.

Except where there has been a medically attested change in dioptre or axis of 0.50 or more, spectacles may be replaced every two years or every year in the case of children under 18. The two-year qualifying period for reimbursement purposes shall run from the date of last purchase of a previous pair in the same category.

The cost of spectacles with corrective lenses prescribed by an ophthalmologist or an ophthalmic optician shall be reimbursed as follows:

1. Ordinary lenses	
<u>Dioptre</u>	<u>Ceiling per lens (€)</u>
- up to 4	110
- 4.25 to 6 <u>inclusive</u>	140
- 6.25 to 8 <u>inclusive</u>	180
- 8.25 or <u>above</u>	300
2. Multifocal or graded focal length lenses	350
3. Frames	120

Invoices must specify the type of vision to be corrected (distance, near, or multifocal), the strength of each lens, and the prices of the lenses and the frame, indicated separately.

The cost of sunglasses will not be reimbursed.

(b) Contact lenses

Reimbursement of the cost of corrective contact lenses does not rule out reimbursement for a pair of spectacles with single focus corrective lenses for near or distance vision or for a pair of spectacles with multifocal or graded focal length lenses.

The cost of non-corrective coloured lenses will not be reimbursed.

The cost of purchasing conventional and/or disposable corrective contact lenses prescribed by an ophthalmologist or ophthalmic optician, and of products to be used with them, shall be reimbursed up to a ceiling of €500 every 24 months.

Invoices must specify the type of vision to be corrected (distance, near, or multifocal), the strength of each corrective lens, the type of lenses (disposable or conventional), and their price.

(c) Artificial eyes

The cost of artificial eyes shall be reimbursed.

(d) Hearing aids

(1) The cost of purchase and repair of hearing aids prescribed by an otorhinolaryngologist or audiometrist shall be reimbursed up to a ceiling of EUR 1 500 per hearing aid.

(2) The cost of maintenance and batteries shall not be reimbursed.

- (3) In the event of renewal, the reimbursement referred to in point 1 shall not be granted until five years have elapsed, except in the case of a variation in the audiometric conditions and where prescribed by an otorhinolaryngologist.
 - (4) The applicable ceilings and replacement periods may be waived, on presentation of a medical report, in the case of hearings aids for children up to 18 or serious hearing-related illness.
- (e) Orthopaedic appliances, bandages and other medical equipment

The cost of purchasing, hiring, or repairing medical articles or equipment may be reimbursed subject to the conditions laid down in each instance.

Where the cost of an appliance is estimated to exceed EUR 2 000, a medical report and two detailed comparative estimates must be submitted.

IV. SERVICES ASSOCIATED WITH DEPENDENCE AND TREATMENT BY MEDICAL AUXILIARIES

1. The reimbursement of services associated with dependence – stays in an institution and the costs of carers – excluding residential drug rehabilitation, depends on the insured person's degree of dependence.
2. (a) The costs of nursing for a maximum of 60 days shall be reimbursed up to a ceiling of EUR 72 per day. The nurses must be legally authorised to practise the profession.

(b) An extension may be granted, provided that it does not exceed 12 months. In that event the reimbursement ceilings shall be determined according to the degree of dependence and to income.

(c) No reimbursement shall be made in respect of a nurse's travel expenses, board and lodging, or any other related costs.
3. The costs incurred for nursing services shall be reimbursable provided that those services have been prescribed by a doctor and performed by a person legally authorised to practise the profession.

V. CURES

- (a) Convalescent and post-operative cures

The cost of accommodation shall be reimbursed for a maximum period of 28 days per annum up to a ceiling of EUR 36 per day. The cost of care shall also be reimbursed.

Convalescent and post-operative cures shall qualify for reimbursement on condition that they are carried out under medical supervision in convalescent centres with an appropriate medical and paramedical infrastructure, and at no other type of centre, and that they commence within three months of the operation or illness in respect of which they have been prescribed, except where there is a medical contra-indication duly justified in the report accompanying the medical prescription and accepted by the Medical Officer.

The authorisation to undergo a cure may be renewed in the event of a relapse or a new illness.

- (b) Thermal cures

The costs of treatment and medical supervision as part of a thermal cure shall be reimbursed up to an overall ceiling of EUR 64. The duration of the stay must be not less than 10 days and not more than 21 days.

Thermal cures must relate to diseases in the following categories: rheumatism and sequellae of trauma to bones or joints; phlebology and cardio-arterial diseases; neurological diseases; disorders of the digestive tract and related structures, and metabolic disorders; gynaecological disorders, and kidney and urinary tract diseases; dermatology and stomatology; and respiratory tract diseases.

The cost of treatment shall be reimbursed only on presentation of a detailed medical report stating that the cure is strictly necessary and indicating its duration, the nature of the treatment

to be followed, and the type of establishment in relation to the disorder in question. No reimbursement shall be made unless the treatment concerned has been administered at an establishment approved by the national health authorities.

Thalassotherapy and fitness cures shall not be regarded as thermal cures eligible for reimbursement.

**RULES GOVERNING THE TRANSITIONAL END-OF-SERVICE ALLOWANCE
FOR MEMBERS OF THE EUROPEAN PARLIAMENT**

(Bureau decision of 18 May 1988,
as amended on 24 June 1992, 10 July 1995 and 16 February 1998)

Article 1

1. Pending the introduction of a single Statute, Members of Parliament who leave after a minimum term of office of three⁵⁷ years shall be entitled, with effect from the end of their term of office and until the last day of the third month - or, if their term of office totals five years or longer, the sixth month following that date - to a monthly end-of-service allowance equal to the amount of the basic parliamentary allowance to which they were entitled on termination of their term of office at Parliament.
2. A former Member who was elected by direct universal suffrage and whose term of office exceeds five years shall receive, with effect from the first day of the seventh month following the end of his term of office and for a maximum period of two years, the transitional allowance. This allowance shall be payable for a period of one month for each year of service at Parliament in excess of five years.

For the purposes of this Article, only Members' years of service after the first elections to the European Parliament by direct universal suffrage shall be taken into account.

Article 2

1. A former Member who is entitled in his or her own country to an end-of-service or similar allowance may request payment by Parliament of the difference where the national end-of-service allowance is less than the allowance provided for in Article 1. The amount paid by Parliament shall be equal to the difference between the allowance calculated in accordance with Article 1 and the allowance provided for in the same circumstances at national level.
2. Any net income received by the former Member in connection with the following activities shall be deducted from the end-of-service allowance:
 - (a) paid office in an international institution;
 - (b) membership of a national or regional government;
 - (c) election to a national or regional Parliament;
 - (d) holding office as a local representative.

⁵⁷ At its meeting of 10 February 1999 the Bureau decided, exceptionally and by derogation from the provisions of Article 1(1) of Annex V, that, until the end of the current parliamentary term (19 July 1999), the minimum term of office should be set at two years.

Article 3

At the request of the Member, the end-of-service allowance provided for in Article 1 and calculated in accordance with the procedure set out in Article 2 shall be paid in the form of a capital sum at the end of the period in respect of which the allowance is payable.

Article 4

1. In the event of the death of the beneficiary of an end-of-service allowance, the surviving spouse⁵⁸ or surviving stable non-marital partner as defined in Article 1(2)(c) of Annex VII to the Staff Regulations of officials of the European Communities⁵⁹, if there is none, the dependent children⁶⁰ within the meaning of the Staff Regulations of officials of the European Communities, shall receive 60% of the remaining amount of the allowance.
2. A surviving spouse⁶¹ with one or more dependent children within the meaning of the Staff Regulations of officials of the European Communities shall receive, for each dependent child, an additional 5% of the remaining amount of the allowance.

An allowance paid to a surviving spouse⁶² may not under any circumstances exceed 100% of the remaining amount of the allowance.

Article 5

The appropriations to cover payment of the end-of-service allowance shall be entered in Parliament's budget.

Article 6

1. These rules shall apply to Members of the European Parliament who submit a written request to the appropriate service designated by the Secretary-General within six months following termination of their term of office.
2. The option selected by the Member may not be changed.

⁵⁸ See the corresponding footnote to Article 21(1) of these Rules.

⁵⁹ See the corresponding footnote to Article 21(1) of these Rules.

⁶⁰ See the corresponding footnote to Article 21(1) of these Rules.

⁶¹ See the corresponding footnote to Article 21(1) of these Rules.

⁶² See the corresponding footnote to Article 21(1) of these Rules.

RULES GOVERNING

(1) THE ACCREDITATION OF ASSISTANTS AND THEIR WORK IN THE EUROPEAN PARLIAMENT

(2) A REGISTER OF THE FINANCIAL INTERESTS OF MEMBERS' ACCREDITED ASSISTANTS

(adopted by the Bureau on 26 September 1988 and amended to take account of the Bureau decisions of 10 May 1989 and 15 December 1997)

1. Members who employ an assistant under the provisions of Articles 14 et seq. of the Rules governing the payment of expenses and allowances to Members of the European Parliament shall submit to the Members' Pay and Allowances Unit the following documents:
 - an application for a parliamentary assistance allowance for the assistant concerned,
 - a sworn statement signed by the Member that, to the best of his or her knowledge, the assistant's presence on Parliament's premises does not represent a safety risk to Parliament, its Members and staff or any other person engaged in business on or visiting those premises. If the Member so wishes, he or she may enclose with this statement an extract from police records, a certificate of good conduct or personal references concerning the assistant.
2. Upon submission to the appropriate Parliament service of the statements and other documents referred to in Article 1, the Member may obtain for his or her assistant an accreditation card from Parliament. This card shall be valid for the duration of the contract between the Member and the assistant. The period of validity shall in no case exceed five years. The card must be returned to the issuing service upon termination of the assistant's contract. At the beginning of each parliamentary term, the Quaestors shall determine the maximum number of accredited assistants per Member.
3. Those assistants who have not yet been issued with a card, or in respect of whom the statement has not been submitted, shall have access to Parliament's buildings only after obtaining an entry card which shall be valid for a maximum period of five consecutive days.
4. The accreditation card shall entitle the assistant to:
 - access to Parliament's premises, such as the library, restaurants, garages and the document distribution centre,
 - work in the employing Member's office, subject to his or her authorisation,
 - access to the buildings of the other Community institutions, subject to the conditions laid down by the latter.

Office equipment may be made available to Members only under the conditions laid down by the Quaestors and within the limits of the appropriations approved by Parliament.

5. Members' assistants who hold an accreditation card shall receive a special residence permit issued by the Belgian Foreign Ministry for themselves and their families. This permit shall grant them exemption from the requirement of registering with the Aliens Department of the municipality in which they live.
6. Possession of this card shall not in itself confer entitlement to the privileges and immunities enjoyed by officials and other servants of the European Communities. Non-accredited assistants shall be covered by the general provisions governing foreigners resident in Belgium.
7. The Quaestors may decide, at any time, to withdraw the accreditation card if they consider that the assistant's actions or conduct are detrimental to the interests of the Institution. The Quaestors shall hear the assistant and the Member(s) concerned before taking their decision.

All accredited assistants must declare their professional activities and any other remunerated posts or activities. Such declarations shall be recorded in a register of the financial interests of Members' accredited assistants kept by the Secretary-General. This register shall be open to the public for inspection⁶³.

8. The Quaestors shall ensure that these rules are properly applied and shall draft any changes which they may deem appropriate for submission to the Bureau.

⁶³ Bureau decision of 9 June 1993.

RULES GOVERNING THE ADDITIONAL (VOLUNTARY) PENSION SCHEME

(adopted by the Bureau on 12 June 1990,
as amended on 8 July 1993, 12 December 1994, 13 September 1995,
13 November 1995, 17 September 1996, 17 November 1997, 10 March 1999,
20 September 2000, 2 July 2001, 13 May 2002, 5 September 2005, 30 November 2005 and 20
November 2008)

PENSION RIGHTS

Article 1 (as amended by Bureau decision of 30 November 2005)

1. Pending the adoption of a single Statute for Members, and irrespective of the pension rights referred to in Annexes I and II, after ceasing to hold office, Members of the European Parliament who have paid voluntary contributions to the pension scheme for at least two years shall be entitled to a pension for life payable from the first day of the calendar month following the date when they reach the age of 60 years.
2. Members' contributions to the pension scheme are fixed at one third. This contribution shall be 15%⁶⁴ of 40% of the basic salary of a Judge at the Court of Justice of the European Communities.
3. All contributions shall be invested in a pension fund set up by the Quaestors.
4. Members must submit their application to join the additional pension scheme within six months following their election or re-election.

Once that deadline has passed, the date on which membership of the scheme takes effect shall be the first day of the month in which the application is received⁶⁵.

5. The contributions of any Member who leaves office without having paid contributions for at least two years shall be reimbursed plus compound interest at the rate of 3.5% per annum.

If such Members are re-elected to Parliament, they may apply for the total period of their term of office as Members of Parliament to be taken into account for the calculation of their pension rights, provided that they pay the capital which was reimbursed to them by Parliament, plus compound interest at the rate of 7% per annum.

⁶⁴ At its meeting of 30 November 2005 the Bureau decided to increase the overall contribution rate (Members and European Parliament) from 39% to 45% and to set 1 January 2006 as the date for the entry into force of the new provision. The split in contributions between the Member (1/3) and the institution (2/3) remains unchanged.

⁶⁵ Bureau decision of 2 July 2001, which came into force on the same date; see also Article 8 – Transitional provision.

6. Members who join the voluntary pension scheme and subsequently leave it during their term of office shall be entitled to reimbursement of their contributions paid in during either: (i) their period of office during the current parliamentary term, or (ii) their total period of membership of the scheme. The share paid on their behalf by Parliament shall be withdrawn from the fund and entered as revenue in the European Parliament's budget.

Former Members of Parliament may at any time prior to receipt of their first pension payment claim reimbursement of their contributions paid in during either: (i) their period of office during the preceding parliamentary term, or (ii) their total period of membership of the scheme.

The share paid on their behalf by Parliament shall also be withdrawn from the fund and entered as revenue in the European Parliament's budget.

7. Payment of the pension shall be suspended in the case of recipients of a pension who are re-elected to Parliament. The pensionable service they acquire by virtue of their further period of office shall be added to the pension rights acquired before re-election. Payment of the pension shall resume as soon as such Members end their term of office at the European Parliament.

CALCULATION OF THE PENSION

Article 2

1. The amount of the pension shall be 3.5% of 40% of the basic salary of a Judge at the Court of Justice of the European Communities for each full year in office plus one-twelfth of that sum for each complete month.
2. The maximum pension shall be 70% (and the minimum pension 10.5%) of 40% of the basic salary of a Judge at the Court of Justice of the European Communities.
3. The pension shall be calculated and paid in euros.

Article 3

Former Members or Members leaving office before reaching the age of 60 years may request that their pension be paid immediately, or at any time between leaving office and age 60, provided that they are not less than 50 years of age. In that case, the pension shall be the amount calculated on the basis of Article 2(1) multiplied by a coefficient determined by reference to the Member's age when they start to draw their pension, as shown in the following table:

Retirement at age (last birthday)	Coefficient
50	0.50678
51	0.53834
52	0.57266
53	0.61009
54	0.65099
55	0.69582
56	0.74508
57	0.79936
58	0.85937
59	0.92593

Article 4 (payment of part of the pension as a lump sum)

1. A maximum of 25% of the pension rights calculated on the basis of Article 2(1) may be paid as a lump sum to members or former members of the voluntary pension scheme.
2. This option must be exercised prior to the date on which payments begin and shall be irreversible.
3. Subject to the ceiling referred to in paragraph 1 above, a lump sum payment shall not affect or reduce the pension rights of a Member's surviving spouse⁶⁶ or dependent children⁶⁷.
4. The lump sum shall be calculated on the basis of the age of the Member when the pension takes effect, using the following table:

⁶⁶ See the corresponding footnote to Article 21(1) of these Rules.

⁶⁷ See the corresponding footnote to Article 21(1) of these Rules.

Age (last birthday)	Lump sum for each euro of annual pension exchanged
50	17.15
51	16.84
52	16.52
53	16.20
54	15.88
55	15.55
56	15.21
57	14.87
58	14.53
59	14.19
60	13.85
61	13.51
62	13.17
63	12.82
64	12.48
65	12.13
66	11.78
67	11.43
68	11.08
69	10.73
70	10.38
71	10.03
72	9.68
73	9.34
74	8.99
75	8.65
76	8.31
77	7.98
78	7.65
79	7.33
80	7.01
81	6.70
82	6.39
83	6.09
84	5.80
85	5.52
86	5.25
87	4.98
88	4.72
89	4.48
90	4.24

5. The lump sum shall be calculated and paid in euros. Payment shall be made prior to the first pension payment.

PENSIONS FOR BENEFICIARIES

Article 5 (Where a former Member dies having paid at least two years' contributions)
(amended by Bureau decision of 5 September 2005)

1. In the event of the death of a former Member who is in receipt of the pension referred to in Article 1(1) or who have accrued pension rights under this scheme, his or her surviving spouse or surviving stable non-marital partner as defined in Article 1(2)(c) of Annex VII to the Staff Regulations of officials of the European Communities shall receive a survivor's pension equal to 60% of the retirement pension calculated in accordance with Article 2(1), ignoring for this purpose any reduction in pension on account of early payment made under Article 3 or lump sum payments taken under, and in accordance with, Article 4.

Each child of a former Member who is dependent within the meaning of Article 2 of Annex VII to the Staff Regulations of officials of the European Communities⁶⁸ shall be entitled to an orphan's pension amounting to 12% of the retirement pension calculated in accordance with Article 2(1), ignoring for this purpose any reduction in pension on account of early payment under Article 3 or lump sum payments taken under, and in accordance with, Article 4.

Where a former Member dies leaving no spouse⁶⁹ entitled to a survivor's pension, the dependent children⁷⁰ within the meaning of Article 2 of Annex VII to the Staff Regulations of officials of the European Communities shall be entitled to an orphan's pension, which shall be twice the amount referred to in the preceding subparagraph.

2. The total amount of these survivor's and orphan's pensions shall not exceed the amount of the pension of the former Member as calculated in accordance with Article 2(1). The maximum total survivor's pensions payable shall be divided, where applicable, between the beneficiaries in accordance with the above percentages.
3. Survivor's and orphan's pensions shall be granted from the first day of the calendar month following the date of death.
4. Entitlement to a survivor's pension shall cease at the end of the calendar month in which the person entitled dies. Moreover, entitlement to an orphan's pension shall cease at the end of the month in which the orphan reaches the age of 18 years. However, entitlement shall be extended while the orphan is receiving educational or vocational training, although not beyond the end of the month in which the orphan reaches the age of 26 years.

The pension shall remain payable to an orphan who is prevented through illness or disability from earning a livelihood.

5. Where a former Member marries and, at the date of marriage, has pension rights accruing to him under these Rules, no entitlement to a survivor's pension⁷¹ shall arise, save where the

⁶⁸ See the corresponding footnote to Article 21(1) of these Rules.

⁶⁹ See the corresponding footnote to Article 21(1) of these Rules.

⁷⁰ See the corresponding footnote to Article 21(1) of these Rules.

⁷¹ See the corresponding footnote to Article 21(1) of these Rules.

marriage⁷² precedes the death of the former Member by at least two years⁷³ or where there are children⁷⁴ of the marriage.

6. A widow's⁷⁵ or widower's⁷⁶ entitlement to a survivor's pension shall cease on remarriage⁷⁷. Such a survivor shall then be entitled to immediate payment of a lump sum equal to twice the annual amount of the survivor's pension.

Article 6 (Where a Member dies during his or her term of office at Parliament)

1. Where a Member who has paid contributions for at least two years dies during his/her term of office at Parliament, the spouse⁷⁸ and dependent children⁷⁹ shall receive survivor's and orphan's pensions under the conditions set out in Article 5.

Where a Member is under 60 years of age at the time of death, entitlement to the survivor's and orphan's pensions shall be deferred until the first day of the calendar month following that in which the deceased Member would have reached the age of 60.

2. Where a Member who has paid contributions for less than two years dies during his/her term of office at Parliament, the voluntary contributions, plus compound interest at the rate of 3.5% per annum, shall be reimbursed to their spouse⁸⁰, children⁸¹ or successors in title, in accordance with the provisions of the law of succession applicable to the Member.

Article 7 (Transitional provisions)

1. Members or former Members elected prior to the date of entry into force of this decision⁸² and who have paid contributions for at least three years shall have the option, at the end of their term of office, of paying additional voluntary contributions in order to achieve a maximum of five years' contributions.
2. The rate at which these additional contributions are paid shall be three times the rate laid down in Article 1(2).

The amount of the contributions shall be calculated on the basis of the scale in force when the payment is made.

3. However, Members may not claim payment of the pension until a period of five years has elapsed from the date on which they joined the scheme.

⁷² See the corresponding footnote to Article 21(1) of these Rules.

⁷³ See the corresponding footnote to Article 21(1) of these Rules.

⁷⁴ See the corresponding footnote to Article 21(1) of these Rules.

⁷⁵ See the corresponding footnote to Article 21(1) of these Rules.

⁷⁶ See the corresponding footnote to Article 21(1) of these Rules.

⁷⁷ See the corresponding footnote to Article 21(1) of these Rules.

⁷⁸ See the corresponding footnote to Article 21(1) of these Rules.

⁷⁹ See the corresponding footnote to Article 21(1) of these Rules.

⁸⁰ See the corresponding footnote to Article 21(1) of these Rules.

⁸¹ See the corresponding footnote to Article 21(1) of these Rules.

⁸² 10 March 1999.

4. In order to qualify for these provisions, Members or former Members must have informed the appropriate service by 29 October 1999 that they wish to pay voluntary contributions in order to reach the former minimum five-year period.

Members or former Members may ask for the amount of the contributions still to be paid to be deducted automatically from their pension pursuant to the former Article 1(5)⁸³.

5. Former Article 4⁸⁴ (where a former Member dies having paid less than five years' contributions) shall remain applicable for Members who continue to pay voluntary contributions.

Article 8

(Transitional provision⁸⁵)

By way of derogation from the stipulation laid down in the second paragraph of Article 1(4), Members who submit their application to join the additional pension scheme after the expiry of the six-month deadline following their election or re-election, but before 1 November 2001, shall be entitled to membership backdated to 1 July 2001.

Article 9 (transitional provision)⁸⁶

1. By way of derogation from the provisions of the second subparagraph of Article 1(4), Members who were in office between 1 January and 14 July 2007 may, before 15 February 2009, submit an application to join the additional (voluntary) pension scheme.
2. The Members referred to in paragraph 1 shall be granted membership backdated to 1 January 2007 or to the date on which their term of office started, whichever is the later.
3. Within one month from the date of notification by Parliament's competent services of the final statement of contributions to be paid, Members shall transfer from their own funds, in a single payment, the amount corresponding to the contributions due. Once that deadline has passed, the application to join the additional (voluntary) pension scheme shall lapse.
4. This article shall also apply to Members whose contributions were reimbursed, pursuant to the first subparagraph of Article 1(5), after 1 January 2007.

⁸³ I.e. the former Article 1(5) as contained in the 8th edition of these Rules; see PE 133.116/QUAEST./rev.VIII/7-97.

⁸⁴ I.e. the former Article 4 as contained in the 8th edition of these Rules; see PE 133.116/QUAEST./rev.VIII/7-97..

⁸⁵ Bureau Decision of 2 July 2001.

⁸⁶ Transitional provision inserted following the Bureau decision of 20 October 2008.