



Travel Policy

ERATOSTHENES Centre of Excellence

EXCELLENCE RESEARCH CENTRE FOR EARTH SURVEILLANCE &
SPACE-BASED MONITORING OF THE ENVIRONMENT



ERATOSTHENES CENTRE OF EXCELLENCE

TRAVEL POLICY

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1. Travel Policy

This travel policy applies to all the Employees (i.e., staff of the Eratosthenes Centre of Excellence (ECoE), Members of the Board of Directors, Members of the External Advisory Board, Members of the Executive Committee, collaborators, guests of the ECoE etc.) of the Eratosthenes Centre of Excellence (hereafter, 'the Centre'). In this document, the provisions for networking, conferences, secondments, trainings and any other related business travel are given.

The document explains which travel expenses will be reimbursed and how. Also, instructions are given to Employees to track their expenses correctly when traveling. This document was based on the travel regulations of the Cyprus University of Technology and the guidelines of the Government of Cyprus Handbook Service Travel Abroad

http://www.treasury.gov.cy/treasury/treasurynew.nsf/page78_gr/page78_gr?opendocument .

2. Definitions:

The following definitions are applicable for the purposes of this document:

ECoE Member

This includes any employee of the Centre, including administrative and research staff, members of the Board of Directors, Members of the Executive Committee, Members of the External Advisory Board, collaborators, visiting experts or external members of the Centre when they are participating in an activity of the Centre.

Responsible Officer for Travel Renumeration

The financial officer is responsible for collecting, verifying and reimbursing all travel expenses.

Stay Abroad

"Stay away from home" is defined as the official stay of an ECoE member/staff in another city / country in relation to the location Centre, provided that the travel destination differs from the city / country of the Centre's location.

Travel Allowance

"Travel allowance" means the amount determined from time to time for each country or city and paid to an ECoE member, that may include accommodation and meal, as well as other personal expenses (tips, local telephone calls, local travel expenses, etc.) due to a stay away from home.

Accommodation Allowance

"Accommodation Allowance" means the allowance paid to an ECoE member for the actual overnight (bed and breakfast) expenses at a hotel or other related accommodation due to his / her stay away from home.

Meal Allowance

"Meal allowance" means the allowance paid to an ECoE member for lunch or dinner expenses and other personal expenses without receipts due to his / her stay away from home.

Guest

"Guest" means a guest of the ECoE, such as a visiting expert, that will provide any research activity, training, presentation and any other service to the Centre. During the duration of the activity, the Guest will be provided with airfare, accommodation and meals by the Centre, provided that the guest provides documentation and receipts of these expenses, which are not reimbursed by any other means. To cover the amount of such expenses, prior approval from the Executive Committee is required. The same travel allowance applies to guests described in this document.

Payment of Renumeration

The Accounting Department is responsible for the payment of renumeration.

3. Reason for Travel

The travel of ECoE members abroad has the following purposes:

- (a) Formal representation of the Centre
- (b) Participation in scientific and academic conferences
- (c) Participation in seminars/training activities/ secondments/ meetings/ representation/ networking
- (d) Participation in an active research program or project.

ECoE members travel for the purpose of the above activities are reimbursed provided that the activity is an eligible expense in a research program or in the policy of utilizing specific funds of the ECoE budget. Any other reasons that may necessitate the need for travel will require prior authorization from the Executive Committee.

ECoE members receive authorization for ECoE-related travel from their immediate manager or, in the case of research projects, from the relevant project coordinator, who are responsible for the eligibility and expense. All necessary documentation as described in this document needs to be submitted to the accounting officer for reimbursement.

In the case of advance payment, the ECoE member must provide the following:

- Purpose of travel
- Country of destination
- Travel duration
- Estimated cost

ECoE members must choose the most economical package (airfare and travel allowance).

4. Provisions Governing the Payment of Remuneration

Any remuneration forms submitted to the Accounting Department must be verified and accepted by the financial officer. The amounts of remuneration referred to in this document regard the maximum allowable. The remuneration rates differ by country as determined by the Government of Cyprus and are shown in Annex 2, which is periodically updated by the Government of Cyprus.

Remuneration paid to a guest or visiting expert is based on the travel allowance rate of the Centre; any funds granted from the hosting organization are deducted. No travel allowance is paid for the days of the period Christmas and New Year which are designated as public holidays. Any local public holidays will be reimbursed if the ECoE member is required to travel for any activity related to ECoE business. No remuneration is paid for travel by ECoE members on "Unpaid Leave" or during the member's vacation time.

In case the required documentation and expenses are not submitted within three months from the arrival of the ECoE member in Cyprus, remuneration payment will not be given. In the event that the financial officer determines that the amounts of remuneration claimed by the ECoE member should be reduced, this must be clearly stated on the expense submission form.

4.1 Travel Days

Travel days (flights) are defined as:

- (a) the day of departure from Cyprus and the day of return to Cyprus, which include any necessary stopovers. They do not include any extension of stay abroad for personal / private reasons, either before, or after, or in between business trips.
- (b) In cases where the ECoE member travels to a country for seminar / conference / training and then goes to another country for a second seminar / conference / training, before returning to Cyprus, the travel allowance will correspond to the allowance of each country.
- (c) In cases where the business trip (transfer and return) is completed on the same day, a flat-rate meal allowance corresponding to two meals and other personal expenses will be applied.
- (d) The ECoE member will be reimbursed for the number of days required for the trip (based on the official program of the conference, seminar, etc.) and plus a day which represents the transition to and from the country destination. That is, there will be remuneration for an additional overnight stay and a travel allowance of up to one day, provided that the ECoE member arrives one day prior to the event and departs the next day.
- (e) For the purposes of calculating the travel allowance, the duration of the travel includes the days of departure from and return to Cyprus. For the date of departure from Cyprus, both meal and accommodation allowance will be reimbursed. For the date of return to Cyprus, only the meal allowance will be reimbursed as the accommodation allowance is not applicable.

4.2 Airfare

All travel must originate from Cyprus in order to be eligible for reimbursement. Otherwise, the airfare

ticket will not be entitled for reimbursement. In case of multiple destinations related to multiple ECoE activities, the travel origin will be counted from the first destination (Cyprus) and the final trip should be the return trip to Cyprus from the final destination. If the activities are different, then separate reimbursement forms and documentation need to be provided to the financial officer.

(a) All ECoE members are reimbursed for economy class and generally low-cost airfare (depending on how it is called in each airline). It is the member's responsibility to find the most economical option for air travel. Airline travel in business class is permitted in cases where the airline provides free upgrades or when the cost of the business fare airline ticket is less expensive than the economy class airline ticket. In the latter, documentation is required (such as a screen shot of the pricing) when booking the ticket.

Each ECoE member secures the air ticket at his / her own expense directly from the airline under his/her own name or by booking through a travel agency on credit in the name of the Centre, under the responsibility of himself / herself and is fully reimbursed by submitting the relevant form to the Accounting Department. The cost of the air ticket includes all taxes and booking costs and, in cases where the cost of the air ticket includes only hand luggage, an eligible cost is the cost of an additional luggage only.

(b) The specified documents are to be attached to the document requiring payment of remuneration, which include the Boarding Pass and one or more of the following:

- Original proof of payment of travel agency (issued in the name of the ECoE member) in the name of the ECoE member in which the value of the ticket is indicated
- Proof of payment (i.e, e-ticket) or visa / bank statement, from which it is obvious that it concerns a charge for a plane ticket in case of remuneration of the beneficiary or,
- Original invoice of a travel agency on credit in the name of the Centre to the ECoE member

(c) In case one of the boarding passes is lost, then the Accounting Department is to proceed to remuneration after a signed declaration by the beneficiary. Electronic boarding passes are also accepted.

(d) It is noted that, in case the above is not submitted within three months from the date of arrival of the ECoE member from abroad, it will not be possible to reimburse the airline ticket or pay for the relevant travel allowances. If, for any reason, the submission of evidence is delayed beyond 3 months, the submissions are returned to the beneficiary for his own actions.

(e) In the event that a remuneration request with incomplete information is submitted, then the remuneration request is returned to the beneficiary, and the Accounting Department provides a list of the missing information, based on a standard checklist. The beneficiary must provide the missing evidence for the remuneration to proceed.

(f) In no case will the daily travel allowance be reimbursed unless the airline ticket reimbursement form or evidence that the airline ticket has been covered by any other organization, if applicable.

(g) In cases where travel takes place during the last quarter of the year, beneficiaries are encouraged to submit the necessary forms, evidence and documents in order to cover the travel expense within the travel budget of the current year. Otherwise, the Centre cannot guarantee that the remuneration will be paid based on the next year's budget.

(h) In cases where there are two or more trips related to the Centre within a short amount of time and the most economical option is to travel from Cyprus to the first destination and then to the second destination, airfare and travel expenses will be reimbursed, provided that all receipts, documentation and necessary documentation is provided to the Accounting Department

(i) In the event that the ECoE Member is obliged to spend the night at a stopover upon arrival / departure due to a single ticket, then there is a reimbursement with an additional one-day allowance for each mandatory overnight stay to Cyprus / country of destination. It is understood that in the case where the accommodation is covered by the cost of the air ticket, the beneficiary is reimbursed only 40% of the daily meal allowance.

4.3 Travel Allowance

The travel allowance consists of the accommodation allowance and the meal allowance. The accommodation allowance is 60% of the travel allowance (section 4.3.1) and the meal allowance is 40% of the travel allowance (section 4.3.2). An example of the breakdown can be found in Table 1:

Table 1. Calculation for daily travel allowance

For an ECoE member travelling to Brussels for a meeting or a conference, the daily allowance will be calculated as follows	
Approved Travel Allowance by day (Brussels)	€221.00
Accommodation allowance (up to 60%) based on actual expenses	€132.60 (max)
Meal Allowance (40%)	€ 88.40

In the case of the travel allowance for the Board of Directors and the Executive Committee members, all actual expenses for accommodation will be paid without applying the accommodation allowance, after all invoices and proof of payment are provided (re: Government of Cyprus Handbook Service Travel Abroad, Annex 1, category C). The reimbursement of the meal allowance will be 50% of the travel allowance in the specific country, as determined by the Government of Cyprus (Annex 2). An example of the break down can be found in Table 2. As well, any method of transport to/from the airport, hotel and venue will be fully reimbursed.

Table 2. Calculation for daily travel allowance
(Board of Directors & Executive Committee members)

For a Member of the Board of Directors or the Executive Committee travelling to Brussels on behalf of ECoE, the daily allowance will be calculated as follows	
Approved Travel Allowance by day (Brussels)	€221.00
Accommodation allowance based on actual expenses (no restriction)	Total amount

Meal Allowance (50%)	€110.50
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4.3.1 Accommodation Allowance

The accommodation allowance is paid once the ECoE member provides documentation to the Accounting Department of an invoice or online booking and proof of payment or a visa / bank statement, where it is clear that this is a room charge. In case the hotel reservation is made through an agency, it is necessary to present a photocopy of the agency's order (voucher) for the reservation at the specific hotel as well invoice or proof of payment from the travel agency. Accommodation certificates from the hotel or other similar certificates will not be issued. If for any reason no proof of accommodation is provided, the accommodation remuneration is not paid; however, this does not affect any other remunerations. In case the prices of hotels for accommodation vary from day to day, the average price of the accommodations will be used for the purposes of calculating the accommodation allowance. In case of non-submission of the above supporting documents for accommodation, only 30% of the maximum overnight allowance is paid (ie 30% of the 60% allocated for accommodation), provided that a declaration of the accommodation expense from the ECoE member is provided.

4.3.2 Meal Allowance

Reimbursement at a rate of 40% of the travel allowance is approved for the country or city, to cover meal expenses and other personal expenses (gratuities, local travel expenses, etc.) without receipts.

4.3.3 Visa Expenses

In cases where the ECoE member is required to travel to countries that need a visa or other documentation to enter, the Centre will cover all relevant expenses (excluding expenses for issuing passports). These expenses will be paid directly, where possible. Alternately, the ECoE member will be reimbursed for the expenses, with the presentation of the receipts for the costs incurred.

4.3.4 Medical Expenses

Medical vaccinations or examinations that may be required for travel to countries will be covered by the Centre. These expenses will be paid directly, where possible. Alternately, the ECoE member will be reimbursed for the expenses, with the presentation of the receipts for the costs incurred. Any additional medical insurance other than the Health Insurance Organization (GESY) will not be covered and will be the sole responsibility of the member.

4.3.5 Other expenses

Other eligible expenses in addition to the travel allowance abroad are the following:

- (a) Cost of transport (air ticket / train ticket) to go to the city where the meeting / seminar / training is held
- (b) Travel to / from Cyprus airports
- (c) Public transfer costs from / to the airport / final destination station
- (d) Public transport costs from one city to another (excluding fares within the same city)
- (e) Participation Fees
- (f) Visa issuance costs
- (g) Hospitality expenses / gifts from the Centre, after the approval from the Executive Committee

4.4 Traveling with non-employees

The ECoE travel policy allows the ECoE member to share a company-booked room with a partner, friend or family member who wants to travel with him/her, as long as this does not incur extra charges for the Centre. For example, if the hotel room that has been booked has enough space, the ECoE member can host their partner, friend or family member. Keep in mind that the ECoE member will be financially responsible for any expenses or damages this person incurs.

The Centre will not reimburse any expenses for your co-traveler for the entirety of the trip. The only exception is taxi fares which do not depend on the number of people on the ride.

4.5 Secondments/ Extended Stays

In the case of secondments and trainings, a defined allowance is granted as a percentage of the approved travel allowance abroad. In case the duration of the travel exceeds 10 days, such as in the case of secondments, then the percentage of the allowance will be modified. The training allowance varies depending on the duration of the training, as noted in table 2.

Table 2: Travel allowance for secondments/extended stays

Travel Duration	Allowance Amount
Up to 10 days	100%
11-15 days	75%
16-30 days	60%
31-60 days	50%
Over 60 days	45%

An example of the calculation of the accommodation and meal allowance is presented in Table 3:

Table 3: Calculation for Secondment / Extended Stay

For an ECoE member, who will go to Brussels for 13 days for secondment, the daily allowance will be calculated as follows	
Approved Travel Allowance (Brussels) (Days 1-10)	€221.00
Minus 25% reduction due to the fact that the duration of the training is less than 15 and longer than 7 days (Days 11-13)	- €55.25
Daily travel allowance abroad (Days 11-13)	€165.75
Breakdown of the Maximum daily travel allowance abroad:	
Accommodation allowance (up to 60%) (Days 1-10) + departure date (11 days)	€132.60 /day
Accommodation allowance (up to 60%) (Days 11-13)	€99.45 /day
Total maximum accommodation allowance for 13 days (Based on actual expense, with proof of payment)	€1,756.95
Meal Allowance (40%) (Days 1-10) + departure and return date (12 days)	€88.40 /day
Meal Allowance (40%) (Days 11-13)	€66.30 /day
Total meal allowance for 13 days	€1,259.70

For the purposes of calculating the secondment allowance, the duration of the training does not include the days of departure from and return to Cyprus. For the date of departure from Cyprus, both meal and accommodation allowance will be reimbursed. For the date of return to Cyprus, only the meal allowance will be reimbursed as the accommodation allowance is not applicable.

In the event that the secondment or training is not continuous or continues in another city, this should not be construed as an interruption and therefore intervening days should be taken into account during the secondment or training.

In exceptional cases where the ECoE Member requests reasonable differentiation of the amount of the allowance in relation to the duration of the trip (i.e, difficulty in finding accommodation or no accommodation within reasonable distance from the venue within the travel allowance applicable in the country or city, etc.), then the ECoE member sends a request in advance to the Executive Committee for approval.

4.5.1 Additional documentation for Conferences and Secondments

When travel is necessitated due to the ECoE member's participation in a conference, the remuneration documents should also include proof of their presence at the conference. These documents include documentation of the member presenting at the conference (such as a conference agenda) and a copy of the abstract and/or submitted manuscript. For secondments, the completed secondment application and secondment verification forms must be completed.

4.6 Advanced Payment for travel

In the case of a request for advanced payment, the ECoE member must provide proof of approval (if required) as well as information on the purpose of travel, the country of destination, the travel duration and the estimated cost. Advance payment for travel is paid only if requested in writing by the Accounting Department at least 15 days before departure. The staff member is entitled to full advanced payment prior to the trip for the airline ticket and hotel expense upon presenting documentation of pre-booking or booking confirmations and/or proof of payment. Meal allowance can also be reimbursed up to 80% of the total allocated amount. It is understood that any additional charges may be incurred on the credit card, such as interest, transaction fees and exchange rate fees, will not be reimbursed.

The amount of the advanced payment, if the ECoE member resides in a hotel, corresponds to the travel allowance applicable in the country or city on the approved number of nights in addition to the night of arrival. In case the request for the deposit is not submitted on time, no advanced allowance will be paid, unless it is pre-approved by the Executive Committee. In case of no advanced payment, the total amount will be paid upon the return of the ECoE member and the submission of the required documentation and expenses.

In the event that an ECoE member purchases an airline ticket invoiced to Eratosthenes Centre of Excellence through a travel agency on behalf of the on credit before the date of the trip and submit it to payment, then it is necessary to submit the form **Prepaid air ticket** by attaching proof of payment or "E-ticket" or invoice from a travel agency and request from the Accounting Department to pay remuneration to the travel agency or the issuer of the invoice.

In case of advanced payment, the ECoE member signs a solemn declaration that if travel does not take place or the required documentation and expenses are not submitted within two months of the day return, the ECoE member will refund the amount received or it will be deducted from his / her salary.

In the case of research associates, the responsibility for the allowance advance payment will be undertaken by the responsible Manager, who should arrange for a refund in case of trip cancellation or ineligible costs. In addition, the responsible Manager will also be required to sign the solemn declaration referred to in the above paragraph.

4.7 Travel Abroad in the Framework of Research Projects

For travel conducted in the framework of Research Programs, the provisions of the program contracts apply. Prior approval is required from the project coordinator at the time of the project. Payment

will be made from the funds of the external research programs. In cases where terms of funding for the programs refer to the policy implemented by the Centre, then this policy applies without any differentiation. Otherwise, the conditions set by the funding body apply.

5. Airport Travel Expenses

(a) Use of Bus or Taxi in Cyprus

It is preferred that the ECoE member uses public transportation, if available, and is encouraged to use the most economical method of transport to the airport, if possible. In cases where a taxi or bus is used for travel, the cost of the transport will be covered by the presentation of a receipt. In cases where a taxi is needed to get to and from the bus stop, this cost will also be reimbursed, provided that a receipt is presented with presentation of proof of payment. The price of travel to the bus stop will also be paid, provided that a receipt is provided with the bus far receipt

In the event that for any reason that an ECoE member wishes to use a taxi to go to and / or from the airport, the amount is covered by the presentation of a receipt. It is understood that the fare for taxi / bus is paid by the ECoE member and that such expense cannot be charged to the ECoE on credit.

In the case of a guest using a taxi or bus, the full amount will be reimbursed, provided that the receipt is provided.

Where there funding terms external research program provide for different remuneration than the Centre's policy, it is understood that these terms apply.

(b) Use of a Private Car in Cyprus

When the ECoE member uses any private means to transfer to and from the airport, the total amount of € 40 is paid (€ 20 for the transfer and € 20 for the return) without receipt, unless travel is from the same city as the airport (Larnaca to Larnaca Airport, Paphos to Paphos Airport)

(c) Parking at the Airport Parking in Cyprus

In the case where the ECoE member uses his / her own car for the transfer to and from the airport, which remains on the site airport parking or in a private car park, the paid parking receipt shall be submitted for reimbursement. It is understood that the amount to be reimbursed for the parking will correspond to the approved days of travel abroad.

(d) Abroad

It is preferred that the ECoE member uses public transportation, if available and is encouraged to use the most economical method of transport. For the transfer of the ECoE member from the airport of arrival abroad at the place of travel (with return) the actual travel expenses are reimbursed as stated in the receipt of payment. In cases where the activity takes place in a city other than the city of arrival (airport), the remuneration covers the actual travel expenses. It is noted that in case the ECoE Member chooses to rent a private car for transportation from the airport to the venue (with return) in cases where there is no other means of travel or where cargo needs to be transported, then he / she is additionally reimbursed for the actual expenses (for the entire rental period, including the costs of renting the car, relevant insurance costs and fuel) with a maximum amount of 50% of travel allowance (corresponding to one day). Receipts of all expenses related to the car rental must be provided for reimbursement. Please note that any other travel expenses in the country of departure are covered by the local travel expenses and are therefore covered by the travel allowance. Car rental requires pre-approval from the Executive Committee.

6. Remuneration for travel within Cyprus

In the case where an ECoE member participates in a conference / seminar / meetings or other mandated activity carried out outside the Centre, remuneration for accommodation and meal expenses will be paid. In order to reimburse accommodation and / or food expenses, original receipts must be submitted.

The maximum limit for a night's stay in a hotel is € 100 and the meal allowance is € 20. It is understood that the costs will be paid by the ECoE member and that the Centre will not be able to provide an advanced allowance. The ECoE member is also reimbursed for travel with their private car, as provided in the travel policy of the Department of Public Administration and Personnel (Annex 1). In the case where other means of transport except private car are used, the actual cost of the transport will be limited to the amount corresponding to the remuneration of drivers with a private car.

7. Submission of Renumeration Documents

ECoE members wishing to receive an advance must submit the "Advance Payment Form" at the Accounting Department at least 30 days before carrying out the mission. Claims for reimbursement of travel costs should be submitted to the Accounting Department within two months from the date of return to Cyprus by completing the forms:

- (a) "Expense Submission Form"
- (b) "Training and Development Form" (Administrative Staff) in the case of training program, and seminar / conference attendance certificate.
- (c) The attached documents should include:
 - Boarding Pass and original proof of payment to the travel agency (issued in the name of the ECoE to the ECoE member) or "e-ticket" in the name of the ECoE member which indicates the price of the airline ticket
 - Proof of hotel payment
 - Proof of payment of transport (taxi, bus, etc.)
 - Proof of payment for parking
 - Any additional documentation required (i.e., conference presentations)

In the case of business trips abroad to countries with different currencies, renumeration will be based on the actual conversion rate as documented in a receipt for the amount of funds converted into foreign currency or debits to credit card statements.

8. References

This document concerning the "Expense Reimbursement Policy Mission Abroad and Abroad at Home to an ECoE member, is based on the policy of reimbursement for travel expenses abroad that was approved at the 93rd Session of the Senate (07/03/2018) and at the 81st Session of the Council of the Cyprus University of Technology (22/03/2018) as well as the basic provisions of the relevant circulars of the Ministry of Finance (amount of daily allowance for each city / country) city / country) such as these reviewed from time to time, which are present in Annex 2 "Travel Allowance".

The Government of Cyprus Applicable Legislation (Ministerial Council Decisions / Circulars / Letters) regarding travel policy is as follows:

ΑΠΟΦΑΣΕΙΣ ΥΠΟΥΡΓΙΚΟΥ ΣΥΜΒΟΥΛΙΟΥ

1. Απόφαση αρ. 19.844 ημερ. 15/12/1980
2. Απόφαση αρ. 40.936, ημερ. 27/4/1994
3. Απόφαση αρ. 42.960 ημερ. 23/8/1995
4. Απόφαση αρ. 58.569 ημερ. 17/9/2003

ΕΓΚΥΚΛΙΟΙ / ΕΠΙΣΤΟΛΕΣ ΓΕΝΙΚΟΥ ΛΟΓΙΣΤΗΡΙΟΥ ΤΗΣ ΔΗΜΟΚΡΑΤΙΑΣ (ΓΛΤΔ)

5. Εγκύκλιος ΓΛΤΔ. αρ. 1654, ημερ. 8/12/2009 - Λογιστική Διευθέτηση υπηρεσιακών ταξιδιών στο εξωτερικό
6. Εγκύκλιος ΓΛΤΔ. αρ. 1675, ημερ. 2/5/2011 - Καθορισμός διαδικασίας ανάκτησης εξόδων για τη συμμετοχή του Προέδρου της Δημοκρατίας σε συναντήσεις του Ευρωπαϊκού Συμβουλίου και Υπουργών και Λειτουργών της Κύπρου σε Επιτροπές / Ομάδες Εργασίας του Συμβουλίου της Ευρωπαϊκής Ένωσης
7. Επιστολή Γ.Λ προς Γ.Δ. Βουλής των Αντιπροσώπων με αρ. φακ. 05.31.001 και ημερ. 18/9/2015 – Υπηρεσιακά Ταξίδια στο Εξωτερικό
8. Επιστολή Γ.Λ. προς Γ.Δ. Υπουργείου Εξωτερικών με αρ. φακ. 05.31.001 και ημερ. 20/4/2016 – Υπηρεσιακά ταξίδια Γενικού Διευθυντή
9. Εγκύκλιος Επιστολή ΓΛΤΔ με αρ. 6/2016, ημερ. 19/9/2016 – Συναλλαγματική Ισοτιμία για μετατροπή των δαπανών που αφορούν υπηρεσιακά ταξίδια στο εξωτερικό σε ευρώ
10. Εγκύκλιος ΓΛΤΔ. αρ. 1762, ημερ. 21/9/2016 – Πληρωμή αεροπορικών εισιτηρίων και άλλων εξόδων για υπηρεσιακά ταξίδια στο εξωτερικό
11. Εγκύκλιος ΓΛΤΔ. αρ. 1766, ημερ. 15/6/2017 – Υπηρεσιακά ταξίδια στο εξωτερικό

ΕΓΚΥΚΛΙΟΙ / ΕΠΙΣΤΟΛΕΣ ΥΠΟΥΡΓΕΙΟΥ ΟΙΚΟΝΟΜΙΚΩΝ (Υ.Ο.) / ΤΜΗΜΑΤΟΣ ΔΗΜΟΣΙΑΣ ΔΙΟΙΚΗΣΗΣ ΚΑΙ ΠΡΟΣΩΠΙΚΟΥ (Τ.Δ.Δ.Π.)

12. Εγκύκλιος Υ.Ο. αρ. 1088, ημερ. 9/10/1995 - Διακανονισμός επί μέρους θεμάτων που προκύπτουν κατά τη διάρκεια Υπηρεσιακών Αποστολών στο Εξωτερικό
13. Εγκύκλιος Υ.Ο. αρ. 1148, ημερ. 16/7/1998 - Επίδομα Συντήρησης Εξωτερικού
14. Εγκύκλιος Τ.Δ.Δ.Π. αρ. 1213, ημερ. 6/12/2001 - Εκπαιδεύσεις στο εξωτερικό με έξοδα της Κυπριακής

Δημοκρατίας

15. Εγκύκλιος Τ.Δ.Δ.Π. αρ. 1283, ημερ. 28/2/2005 - Επίδομα Συντήρησης Εξωτερικού (1/3/2005-31/8/2005)
16. Εγκύκλιος Τ.Δ.Δ.Π. αρ. 1296, ημερ. 21/10/2005 - Επίδομα Συντήρησης Εξωτερικού (1/9/2005-28/2/2006)
17. Εγκύκλιος Υ.Ο. αρ. 1311, ημερ. 4/5/2006 - Επίδομα Συντήρησης Εξωτερικού
18. Εγκύκλιος Υ.Ο. αρ. 1327, ημερ. 14/2/2007 - Επίδομα Συντήρησης Εξωτερικού (1/3/2007-31/8/2006)
19. Εγκύκλιος Υ.Ο. αρ. 1401, ημερ. 4/1/2010 - Επίδομα Συντήρησης Εξωτερικού
20. Εγκύκλιος Τ.Δ.Δ.Π. αρ. 1456, ημερ. 13/7/2012 - Επίδομα Συντήρησης σε εμπειρογνώμονες από το εξωτερικό που μετακαλούνται σε κρατικές υπηρεσίες
21. Εγκύκλιος Υ.Ο. αρ. 1468, ημερ. 15/1/2013 - Επίδομα Συντήρησης Εξωτερικού
22. Εγκύκλιος Υ.Ο. αρ. 1475, ημερ. 11/4/2013 - Επίδομα Συντήρησης Εξωτερικού (1/3/2013-31/8/2013)
23. Εγκύκλιος Υ.Ο. αρ. 1481, ημερ. 5/6/2013 - Επίδομα Συντήρησης Εξωτερικού
24. Εγκύκλιος Τ.Δ.Δ.Π. αρ. 1504, ημερ. 18/7/2014 - Επίδομα Συντήρησης Εξωτερικού
25. Εγκύκλιος Τ.Δ.Δ.Π. αρ. 1533, ημερ. 16/2/16 - Καταβολή επιδόματος γεύματος/ δείπνου και άλλων προσωπικών εξόδων σε Κρατικούς Λειτουργούς που ταξιδεύουν υπηρεσιακά στο εξωτερικό κατά την ημέρα που ταξιδεύουν
26. Εγκύκλιος Τ.Δ.Δ.Π. αρ. 1579, ημερ. 12/10/2018 - Εκπαιδεύσεις στο εξωτερικό με έξοδα της Κυπριακής Δημοκρατίας
27. Εγκύκλιος Τ.Δ.Δ.Π. αρ. 1545, ημερ. 27/1/2017 – Καταβολή επιδόματος γεύματος/ δείπνου και άλλων προσωπικών εξόδων σε Κρατικούς Λειτουργούς που ταξιδεύουν υπηρεσιακά στο εξωτερικό κατά την ημέρα που ταξιδεύουν
28. Εγκύκλιος Επιστολή Τ.Δ.Δ.Π. αρ. φακ. 13.12.050/2, ημερ. 8/4/2002 - Εκπαιδεύσεις στο εξωτερικό με έξοδα της Κυπριακής Δημοκρατίας
29. Εγκύκλιος Επιστολή Τ.Δ.Δ.Π. αρ. φακ. 13.12.008.02/4 ημερ. 8/4/2003 - Επίδομα Συντήρησης Εξωτερικού
30. Επιστολή Τ.Δ.Δ.Π. προς Υπουργείο Εργασίας, Πρόνοιας και Κοινωνικών Ασφαλίσεων αρ. φακ. 13.12.004.002 ημερ. 17/3/2009 - Επίδομα Συντήρησης Εξωτερικού
31. Επιστολή Τ.Δ.Δ.Π. προς Γ.Λ. ημερ. 16/5/2013 - Λογιστική διευθέτηση εξόδων υπηρεσιακών ταξιδιών στο εξωτερικό
32. Επιστολή Τ.Δ.Δ.Π. προς Διευθυντή Γενικού Χημείου αρ. φακ. 13.12.004.002 ημερ. 8/8/2014
33. Επιστολή Τ.Δ.Δ.Π. προς Υπουργείο Άμυνας με αρ. φακ. 13.12.004.001 και ημερ. 7/9/2015 - Εκπαιδεύσεις στο Εξωτερικό της Κυπριακής Δημοκρατίας
34. Επιστολή Τ.Δ.Δ.Π. προς Υπηρεσία Ασύλου με αρ. φακ. 13.20.035 και ημερ. 4/1/2017
35. Επιστολή Τ.Δ.Δ.Π. προς Υπουργείο Γεωργίας με αρ. φακ. 13.12.004.002 και ημερ. 12/9/2017
36. Επιστολή Τ.Δ.Δ.Π. προς Γενική Λογίστρια της Δημοκρατίας με αρ φακ. 13.12.004.001, 13.12.004.002 και ημερ. 31/8/2018

ΕΓΚΥΚΛΙΟΙ / ΕΠΙΣΤΟΛΕΣ ΓΡΑΜΜΑΤΕΙΑΣ ΥΠΟΥΡΓΙΚΟΥ ΣΥΜΒΟΥΛΙΟΥ

37. Εγκύκλιος Γραμματείας Υπουργικού Συμβουλίου με αρ. 118, ημερ. 12/3/2008

38. Επιστολή Γραμματείας Υπουργικού Συμβουλίου προς Υπ. Οικονομικών, με αρ. φακ. Υ.Σ.05.05.008 και ημερ. 15/6/2018

ΑΛΛΑ

39. Οι περί Δημόσιας Υπηρεσίας Νόμοι του 1990 έως 2017

40. Δημοσιονομική και Λογιστική Οδηγία αρ. 154 - Προκαταβολές σε Λειτουργούς για Υπηρεσιακά Ταξίδια

41. Κ.Δ.Π. 175/95 άρθρο 41 (2) - Επίδομα Συντήρησης Εξωτερικού

Annex 1 –Mileage with Private Vehicle

Reimbursement rates based on mileage with private vehicle

Destination to and from ECoE	Eligible Kilometers	Reimbursement cost	Cost per litre until end of 2022	Reimbursement costs until end of 2022
Nicosia & Nicosia area	180 km	(Cost per km/litre x eligible kilometers) + 3%	1.80 €	€22.00
Larnaca & Larnaca area	140 km	(Cost per km/litre x eligible kilometers) + 3%	1.80 €	€17.00
Paphos & Paphos area	150 km	(Cost per km/litre x eligible kilometers) + 3%	1.80 €	€18.50
Polis Chrysochous & Polis Chrysochous area	200 km	(Cost per km/litre x eligible kilometers) + 3%	1.80 €	€25.00
Paralimni/Agia Napa and Paralimni/Agia Napa area	240 km	(Cost per km/litre x eligible kilometers) + 3%	1.80 €	€30.00
Troodos and Troodos area	120 km	(Cost per km/litre x eligible kilometers) + 3%	1.80 €	€15.00

- The cost is calculated with an average of 15 km per litre. (this may be adjusted as a result of the type of vehicle, if necessary)
- The origin for all traveling is from the ECoE premises in Limassol (i.e, a person travelling from Paphos to Nicosia will only be reimbursed for the expenses from Limassol to Nicosia and back to Limassol)
- The eligible kilometers to/from ECoE can be adjusted according to the destination. The above prices are indicative.
- The formula used for the above reimbursement rates are ((cost per liter/15km per litre) x eligible kilometers) x 3%
- Please note that the prices per litre are subject to change. The prices will be adjusted every 3 months, provided that there are no drastic changes in pricing.

Annex 2 – Travel Allowance by Country