TJ/LS/ey
Amsterdam, 8-9 December 2025

- To the members of the Youth Committee

INVITATION

Meeting of the Youth Committee
8 December 2025 – from 09:00 to 17:30
9 December 2025 – from 09:30 to 17:00

Burcht van Berlage
Henri Polaklaan 9, 1018 CP Amsterdam, Netherlands

Dear colleagues,

You are hereby invited to attend the next meeting of the Youth Committee.

Please find attached the Draft Agenda of the meeting.

The Committee meeting will be conducted in English only.

Please note that due to new stricter rules set by the Commission, we are asking you to register via this link before **21 November 2025.** After this date, you will not be entitled to reimbursement.

I have to inform you that the Commission has introduced more strict rules for reimbursement. I appreciate that this may create obstacles to some members' participation.

Commission rules:

1) **NEW:** Participants that are not registered on the Commission system (AGM) will NOT be reimbursed.

2) Travel and accommodation expenses will be reimbursed by bank transfer after the meeting by the European Commission, in line with the usual conditions: **1 reimbursement per country**, excluding those who work or live in Amsterdam. Thank you for coordinating among yourselves to nominate one participant per country. Members are requested to inform their alternate member if they are not able to attend the meeting. You are requested to accept the invitation sent by the European Commission trough the AGM system. After the meeting, you will be asked to fill in a form on the AGM website to obtain refunding of expenses.

3) **NEW**: Members from non-EU countries must be accepted in advance by the Commission and **must immediately contact Emmanuella Yetna (eyetna@etuc.org)**. The request will be made by the ETUC to the Commission, who are reserving the right to agree or not to reimburse the travel expenses of these participants. This means that these members cannot be guaranteed if they buy their plane ticket before they have received the authorisation from the ETUC that it will be reimbursed. The ETUC has strenuously objected to this rule. It goes without saying that members participate at their organisation's expense is possible, however we appreciate this may be an obstacle.

Yours sincerely,

Tea Jarc
Confederal Secretary

With the financial support of the European Union

RULES FOR THE REIMBURSEMENT OF EXPENSES

What is reimbursed	
Travel expenses	Your travel expenses will be reimbursed from your place of work or home address to the place of the meeting (and back) on the basis of the shortest and cheapest usual route: by first class **rail** travel for journeys of less than 400 km (one way), by economy -class **air** travel if the distance by rail exceeds 400 km. If business class is used, justification is required from the travel agency proving that no lower fare was available, by **car**, in which case travel expenses are reimbursed at the same rate as for the journey by first-class rail, if available, or if not, at the rate of € 0.22/km, local transport from the airport or the railway station to the meeting place and back. Taxi fares and parking fees are not reimbursed (see daily allowances).
Daily allowance	A flat-rate daily, allowance **(€113)** is paid to cover your incidental expenses, for instance meals and local transport (e.g. taxi fares) and also your personal travel and accident insurance. If the distance between the place of departure (be it your private or business address) and Amsterdam is 100 km or less, only half of the full daily allowance is paid **(€56.50).** You are not entitled to a daily allowance if you live and/or work in or near Amsterdam.
Accommodations allowance	The accommodation allowance is a fixed amount of **€168** per night. You are entitled to this allowance if you have to spend one or more nights in Amsterdam because the times of meetings are incompatible with the times of flights or trains. The number of nights may not exceed the number of meeting days + 1. No invoices are required.

IMPORTANT

All documents necessary for reimbursement must be uploaded in AGM within 30 calendar days. Beyond that deadline the Commission is no longer under the obligation to reimburse travel expenses or pay any allowances

If your personal details have changed OR if the bank account of your organisation has changed, you need to provide a document issued by your bank containing the following data: account number, name and address of the account holder (e.g. account statement, proof of opening of account or account identification number).

<u>SUPPORTING DOCUMENTS</u>

- You must provide the transport tickets (if the booking was made online, a printout of the electronic reservation). The documents supplied must show: (1) the class of travel used, (2) the time of travel, (3) the route and (4) the amount paid.
- For journeys by car where the total distance travelled exceeds 800 km you must provide the fuel and, if possible, the toll receipts related to the travel made.
- In line with the Commission's financial rules, the reimbursement will only be made in euros to one and the same bank account (your private bank account or the bank account of your organisation).
- When applying for reimbursement for the first time, you need to duly complete and sign one of the two legal entity forms giving the bank account as indicated under point 2 and attach copies of the following documents:
- <u>For experts to receive reimbursement on their individual bank account</u>: the 'Individuals' form + a legible photocopy of your ID card or passport;
- <u>For experts to receive reimbursement on their organisation's bank account (THIS APPROACH IS STRONLGY RECOMMENDED)</u>: the 'Private company' form and

(1) a copy of any official document (e.g. official gazette, register of companies, etc.) showing the organisation's name and address and its registration number as issued by the national authorities,
(2) a copy of the VAT registration document if applicable and if the VAT number does not appear on the above-mentioned official document.

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