

## **SUPPLEMENTARY AGREEMENT**

between  
the International Association of Conference Interpreters (AIIC)  
and  
the Council of Europe

**HAVING REGARD** to the Agreement concluded between AIIC and the Co-ordinated Organisations (European Space Agency, Council of Europe and North Atlantic Treaty Organisation) for the period 2021-2025 (2026 or 2027 if extended in accordance with Article 22) (hereinafter called "the Agreement");

**HAVING REGARD** to Rule No. 1201 of 24 November 2004 specifying the conditions of employment of conference interpreters paid on a daily basis (Appendix I);

**HAVING REGARD** to the Rule in force on the organisation of official journeys undertaken by the Council of Europe staff members<sup>1</sup>;

**THE SIGNATORIES HAVE AGREED AS FOLLOWS** in respect of the employment of conference interpreters paid on a daily basis (hereinafter called "interpreters").

### **I. SCOPE**

1. Pursuant to Article 3, the meetings to which the Agreement shall apply are:
  - Meetings of the statutory organs of the Council of Europe, bodies set up under a Council of Europe treaty and bodies, committees or organs set up by or with the authorisation of the Committee of Ministers,
  - Meetings in zones of conflict,

### **II. AFFILIATION OF INTERPRETERS TO SOCIAL SECURITY**

2. The Council of Europe shall affiliate to the general French Social Security scheme all interpreters resident in France, with the exception of those who declare themselves to be affiliated to the welfare scheme for self-employed persons. As provision for retirement is covered by Section III, Article 5 of the Agreement, this affiliation shall exclude old-age contingency cover.

3. Remuneration for travelling time forms part of the contribution base for social insurance purposes.

### **III. CONFIRMATION OF CONTRACTS**

4. An option that has not been cancelled shall be deemed to be confirmed two weeks before the date of the meeting.

### **IV. TRAVEL EXPENSES**

5. Travel expenses to and from the professional place of residence to the place of work shall, in the case of journeys exceeding 50 km, be defrayed by the Council of Europe within the limits of the cost of travel by the means of transport and route of which the interpreter is informed when offered a contract.

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<sup>1</sup> As at the date of signature of the Supplementary Agreement: Rule No. 1389 of 27 April 2017 on the organisation of official journeys.

6. Interpreters shall organise their journeys in such a way as to leave by the earliest possible train or flight after the time when the meeting is scheduled to end and shall make their travel arrangements as soon as the contract is confirmed, so as to benefit from the cheapest possible air or rail fares, in particular fares for non-refundable and non-modifiable tickets. The Organisation shall, in that case, bear the risks attached to cancellation of the meeting or the flight or a change in the time of the meeting and cases of *force majeure*. Where applicable, the contract shall specify that the journey may take place on the first or last day of the meeting.

7. Notwithstanding Article 19.3 of the Agreement, interpreters may not be required to travel between 11 pm and 7 am, except where it is impossible to do otherwise.

8. Interpreters shall be authorised to travel by air or by any other means of transport of their choice. Journeys shall be arranged to cost as little as possible while considering safety, reliability, convenience, budget and comfort in accordance with the note on practical arrangements issued by the Interpretation Service.

9. Travel expenses shall be reimbursed under the following conditions:

**a) Journeys by rail**

Interpreters are authorised to travel first class.

If the journey takes place between 10 pm and 7 am, interpreters are authorised to travel by first class sleeper.

**b) Journeys by air**

Unless the Head of the Interpretation Department has issued specific instructions concerning travel arrangements, the interpreters themselves shall be responsible for obtaining tickets at the cheapest available rate, i.e. as a general rule non-refundable, non-exchangeable tickets; interpreters shall obtain their tickets as soon as their contract has been confirmed.

Interpreters may request an advance on travel expenses up to the cost of these tickets (minimum amount: 400 €); this shall be paid to them in the week following receipt of the request.

When a journey involves more than seven hours' flying time (in one flight) or more than fifteen hours' flying time (in multiple flights and stopovers), interpreters are authorised to travel "business" class. Interpreters are also authorised to travel "business" class for medical reasons properly attested by a medical certificate.

**c) Journeys by private car**

Interpreters may be authorised to use private cars for an assignment if they are covered by car insurance that includes travel for professional purposes and third-party risks.

Interpreters authorised to use a private car shall be entitled to a mileage allowance according to the scale in force in the Organisation, calculated on the basis of the shortest route which can reasonably be taken.

If the route taken involves special expenses (tolls, car ferry fares), these shall be refunded on submission of the relevant receipts.

The total expenses to be refunded may not, however, exceed the amount that would have been reimbursed for a ticket for a journey by the cheapest means of public transport.

10. Travel expenses shall mean rail fares (with supplements), air fares, including airport taxes and service charges, and bus fares, excluding airport shuttle bus fares, for journeys outside built-up areas. Taxi fares shall not, as a rule, be refundable, as the daily subsistence allowance is a flat-rate sum covering all expenditure during an assignment.

In cases, however, where taxis replace public transport as a means of getting to and from the place of work, or if this means of transport reduces the cost of the assignment, such expenses may be refunded on submission of a receipt. The same shall apply to hire cars.

Visa expenses shall count as refundable travel expenses.

11. The following, in particular, shall be considered as incidental travel expenses covered on a flat-rate basis by the subsistence allowance: airport shuttle bus fares and taxi fares (subject to paragraph 10, sub-paragraph 2 above). However, parking fees are refundable on submission of the corresponding receipts.

In exceptional, duly justified circumstances, however, incidental travel expenses actually incurred may be refunded on submission of all the relevant receipts, subject to special approval from the Head of the Interpretation Department, in which case a sum equal to 10% of the total subsistence allowance shall be deducted from the amount reimbursed.

12. Travel expenses shall be refunded on the basis of a claim for reimbursement submitted by the interpreter immediately after the end of the contract. The claim shall be accompanied by the original receipts (in paper or electronic form) (Appendix III).

The following shall be considered as receipts:

- a. an air ticket, and a payment receipt (agency invoice or e-mail confirming the transaction and indicating the route and the amount paid, in the case of tickets purchased online);
- b. a rail ticket or invoice from an agency or e-mail confirming the transaction and indicating the route and the amount paid, in the case of tickets purchased online, or a sworn statement by the interpreter to the effect that he or she travelled first class by train where rail network regulations make it compulsory for the traveller to hand in the ticket on arrival and, where applicable, a receipt for any supplement or reservation;
- c. receipts for all other refundable travel expenses (sleeper/berth, taxi or hire car in the circumstances provided for in paragraph 10 above, visa expenses, etc.);
- d. a sworn statement by the interpreter to the effect that, for reasons of personal convenience, he or she travelled by a means of transport and/or route other than that specified in the contract; the interpreter shall also specify the means of transport used, dates and times. If the same car is used by several interpreters, all the interpreters concerned must make a statement to that effect.

13. In all cases where interpreters are unable to provide receipts for a journey by air or rail, travel expenses shall be refunded on the basis of the cheapest means of transport; in that case, a lump sum amounting to half the remuneration at the basic rate and a proportional amount of the daily allowance shall be paid per journey in respect of remuneration for travelling time, subject to the provisions of Article 19.3 of the Agreement, as amended by paragraph 7 above.

14. If the interpreter is already present at the place of the assignment, working for another organisation, and if two contracts are immediately consecutive, he or she shall inform the organisations concerned so that they can agree between them to share expenses. If there is an interval of one or, at the most, two days between contracts, each of the two organisations shall defray half the corresponding daily remuneration and subsistence allowance; the same shall apply to expenses relating to the outward journey (from the professional place of residence to the place of the assignment) and the return journey to the professional place of residence, up to the maximum travel expenses payable.

In all other cases where it is possible to share expenses, the interpreter shall receive all the allowances to which he or she is entitled; the two organisations shall agree between them how to share the cost.

## **V. DAILY SUBSISTENCE ALLOWANCES (PER DIEM)**

15. A daily subsistence allowance shall be payable for official journeys at the rates shown in the scale adopted by the Committee of Ministers. Interpreters shall be informed of the amount of the allowance when they are recruited.

16. The daily subsistence allowances referred to in Article 18 of the Agreement shall be payable in respect of each 24-hour period (or fraction of such period) falling within the duration of an assignment when it is carried out more than 50 km from the interpreter's professional place of residence.

In the case of travel by air or rail, the duration of the assignment shall be increased by two hours.

17. The daily allowances shall be calculated by assignment periods as follows:

- for each period of 24 hours or period greater than or equal to 4 hours and less than 24 hours and including a night: a full allowance;
- for each period greater than or equal to 8 hours and not including a night: half the allowance;
- for each period greater than or equal to 4 hours and less than 8 hours: a quarter of the allowance.

No daily allowance shall be payable for periods of less than 4 hours.

18. Accommodation expenses shall be reimbursed on the basis of the actual costs, including breakfast and taxes, up to a maximum of 50% of the daily subsistence allowance.

Where accommodation costs (room, breakfast and related taxes) account for more than 60% of the total subsistence allowance, the Head of the Interpretation Department may authorise partial or total reimbursement of the difference on submission of the hotel bill and provided it is shown that the expenditure was justifiable. This reimbursement shall not normally exceed 30% of the total amount of the daily subsistence allowance.

19. When the Organisation or a government or other body pays the cost of meals or accommodation, the daily subsistence allowance shall be reduced by 15% for each meal and 50% for each night.

Meals which interpreters are obliged to attend, for the purpose of work or because no other meal provision is available, shall not give rise to a reduction in the daily subsistence allowance.

Interpreters shall indicate what costs were paid for in their expense claims.

20. Interpreters shall submit the originals of all bills for overnight accommodation paid for with their subsistence allowance. If such bills are not submitted, the allowance shall be reduced by 50%.

## **VI. REMUNERATION FOR TRAVELLING TIME**

21. In accordance with Article 19 of the Agreement, as amended by paragraph 7 above, the level of remuneration for travelling time is determined as follows:

- An interpreter compelled to travel before 10 am on the day preceding the meeting shall be remunerated at the basic rate.
- Where departure time is between 10 am and 2.30 pm, 75% of one day's remuneration at the basic rate shall be payable.
- Where departure time is between 2.30 and 7 pm, a half-day's remuneration at the basic rate shall be payable.
- Where departure time is after 7 pm, 25% of one day's remuneration at the basic rate shall be payable.

An interpreter who cannot return home on the last day of the meeting shall be remunerated as follows for the time that must be spent in travel the next day:

- Return before 10 am: 25% of one day's remuneration at the basic rate.
- Return between 10 am and 2.30 pm: a half-day's remuneration at the basic rate.
- Return after 2.30 pm: one day's remuneration at the basic rate.

For train or air travel, the times given above are the times of departure from and arrival at the railway station or airport.

## **VII. COMPLAINTS REGARDING THE CALCULATION OF REMUNERATION**

22. Complaints regarding the calculation of remuneration shall lapse two years after the date on which the payment would have been due. The limitation period shall be interrupted by a claim in writing submitted before its expiry.

23. The right of the Organisation to recover a payment made unduly shall lapse two years following that payment. This limitation period shall be increased to 10 years if the staff member intentionally provided information which was incorrect or neglected to provide relevant information to the Organisation.

## **VIII. TRAVEL INSURANCE**

24. "Official journey" insurance shall be taken out by the Council of Europe for people making official journeys on the Organisation's behalf.

It shall cover the following contingencies:

- repatriation;
- medical treatment;
- death;
- permanent total or partial disability;
- loss or theft of luggage and personal effects;
- substantial delay in the arrival of luggage;
- journey cancellation and alteration;
- substantial travel delay.

25. An accident occurring during an assignment shall be considered as an occupational accident.

## **IX. RADIO AND TELEVISION**

26. Should interpreters' voices be used when excerpts from Parliamentary Assembly debates or other public Council of Europe events are broadcast on radio or television, interpreters paid on a daily basis shall be subject to the same rules as their permanent colleagues.

## **X. COMPOSITION OF TEAMS**

27. Pursuant to Article 7.2 of the Agreement, a list of meetings warranting a large team of interpreters remunerated at the higher rate is set out in Appendix II.

28. When interpretation in a non-official language is provided by a national delegation, the Council of Europe undertakes, if it has been duly informed of this, to remind the national delegation of the terms of the Agreement.

## **XI REMOTE SIMULTANEOUS INTERPRETING**

### **A. Daily remuneration**

29. An interpreter required to work in the forms of remote simultaneous interpreting provided for in Article 14.3 (b) and (c) shall be paid an allowance equivalent to 25% of the basic rate in addition to the remuneration provided for in Article 4.

30. As regards the form of remote simultaneous interpreting provided for in Article 14.3 (a), the allowance equivalent to 25% of the basic rate shall only be paid where the duration of the working day for remote simultaneous interpreting is exceeded.

### **B. Definition of the working day**

31. As an exception to Article 8,

- 1) Remote simultaneous interpreting work shall be restricted to:
  - a. A single session of a maximum duration of 3 hours and 30 minutes
  - b. Two sessions of a maximum duration of 2 hours and 30 minutes, with a break of at least 1 hour and 30 minutes between the two sessions.
- 2) Where the duration exceeds that set out in paragraph 1 (b) above, without exceeding two sessions of 3 hours and 30 minutes, with a break of at least 1 hour and 30 minutes between the two sessions, the team of interpreters shall be reinforced by an additional interpreter per booth.
- 3) Where the duration exceeds that set out in paragraph 1 (a) or in paragraph 2 above, the team shall be replaced by a relief team.
- 4) Where neither paragraph 2 nor paragraph 3 is feasible, a period in excess of the duration provided in paragraph 1 (b) above may be authorised on an exceptional basis, after consultation of the head of the team of interpreters. In such an event, the excess period shall be limited to 30 minutes for the whole working day. Each interpreter concerned shall be entitled to financial compensation (payment at higher rate II in the case of a meeting remunerated at the basic rate and a double basic rate in the case of a meeting remunerated at higher rate II). Where a meeting lasts for several days, this excess duration shall only be authorised once. In the case of meetings presenting particular difficulties or where the working day includes a single session of 3 hours and 30 minutes, no excess duration shall be authorised.

### **C. Composition of teams**

32. The minimum number of interpreters assigned to a meeting in remote simultaneous interpreting shall vary according to the number of languages, the duration of the meeting and the particular difficulties (such as scientific or technical meetings or the systematic interpretation of documents read out) that it presents.

### **D. Videoconferences where some of the main speakers and participants are connected remotely to the physical meeting room**

33. For the needs of interpreting, the rules on remote simultaneous interpreting shall apply to videoconferences where some of the main speakers and participants are connected remotely to a physical meeting room.<sup>i2</sup>

### **E. Accompanying note**

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<sup>2</sup> This provision shall apply depending on the number of interventions by remote participants for the duration of the meeting. It shall not apply to in-person meetings where only occasional interventions on a specific item of the agenda are made by a limited number of participants connected remotely.

34. An accompanying note shall be appended to this Supplementary Agreement. It shall specify different aspects linked to remote simultaneous interpreting at the Council of Europe and their developments. This note may be regularly reviewed with AIIC.

## **XII. PROFESSIONAL REPRESENTATION**

35. Pursuant to Article 22 of the Agreement, AIIC shall nominate a professional delegation, elected from among interpreters paid by the day by the Council of Europe, and shall inform the Administration of the names of the delegation members.

The professional delegation shall carry out regular exchanges of information (at least once a year) with the Head of the Interpretation Department, inter alia concerning technical meetings not shown in Appendix II.

## **XIII. ENTRY INTO FORCE**

36. The provisions of this Supplementary Agreement shall apply as from 1 January 2021.

11 December 2020

For AIIC



President

For the Council of Europe



Francis Dangel, Director General of Administration

## **APPENDIX I**

### **Rule No. 1201 of 24 November 2004, specifying the conditions of employment of conference interpreters paid on a daily basis**

The Secretary General of the Council of Europe,

**HAVING REGARD TO** Article 1.2 of the Staff Regulations;

**WHEREAS** it is appropriate to stipulate the conditions of employment of conference interpreters paid on a daily basis;

The Staff Committee having been consulted, in accordance with Article 5 paragraph 3 of the Regulations on Staff Participation (Appendix I to the Staff Regulations),

### **DECIDES**

#### **Article 1**

Conference interpreters who are paid on a daily basis (hereunder referred to as "interpreters") shall be, for the duration of their employment by the Council of Europe, temporary staff subject to the authority of the Secretary General.

#### **Article 2**

Interpreters shall perform their duties and regulate their conduct bearing in mind exclusively the Council of Europe's interests, neither seeking nor accepting instructions from any government, or from any authority, organisation or person outside the Council. They shall observe absolute discretion in respect of the confidential information that comes to their knowledge in the course of their duties.

#### **Article 3**

Interpreters shall be engaged for specified periods on the basis of contracts that begin on the starting date and end, without notice, on the date stipulated in the contract.

#### **Article 4**

The following provisions of the Staff Regulations shall apply to interpreters:

- Article 2 on hierarchical authority;
- Article 3 on non-discrimination;
- Articles 6, 7 and 10 on staff participation and representation, account being taken of the conditions in respect of length of service laid down by the Regulations on Staff Participation (Appendix I to the Staff Regulations);
- Article 24 on retirement age;
- the provisions of Part III on the duties and obligations of staff, with the exception of Articles 25 paragraph 1, 29 and 32;
- Articles 40 on protection of staff members in their official capacity, 47 on freedom of association, and 48 on certificates of employment;
- Articles 59 to 61 on dispute procedures.

The following privileges and immunities, for which Article 18.a and b of the General Agreement on the Privileges and Immunities of the Council of Europe provides, shall be granted to interpreters, in the interest of the Council:



- immunity from legal process in respect of words spoken or written and all acts performed by them in their official capacity and within the limit of their authority (Article 18.a);
- exemption from taxation on the salaries and emoluments paid to them (Article 18.b).

#### **Article 5**

Interpreters shall be category L staff according to the provisions of the Agreement with the AIIC.

#### **Article 6**

Interpreters shall be subject to French social security legislation, with the exception of those who declare themselves to be affiliated on an individual basis to a health insurance scheme during the period of their employment by the Council of Europe.

For interpreters resident in France, this scheme shall fall within the French social security system.

#### **Article 7**

The specific conditions of employment of interpreters are also the subject of the Agreement concluded between the AIIC and the Co-ordinated Organisations, as well as the Additional Protocol concluded between the AIIC and the Council of Europe.

#### **Article 8**

The age limit for which Article 24 of the Staff Regulations provides shall not apply to the interpreters who were employed in 2004, who shall be able to benefit from employment contracts up to the age of 70.

#### **Article 9**

This Rule shall come into force on the date of its adoption.

Done in Strasbourg, on 24 November 2004

Terry Davis  
Secretary General

N.B. Upon the entry into force of the 2014-2018 Agreement, the exception referred to in Article 8 of Rule 1201 of 24 November 2004 shall be applicable to all interpreters paid per day, who may be recruited up to the age of 70 years.

## **APPENDIX II**

### **Application of Article 7.2 of the Agreement**

#### **LIST OF MEETINGS WARRANTING A LARGE TEAM OF INTERPRETERS AT THE HIGHER RATE**

##### **A. AT HIGHER RATE I (160%)**

- Hearings and deliberations of the European Court of Human Rights
- Meetings lasting more than ten hours
- Part sessions of the Parliamentary Assembly where the 1 hour and 30 minutes lunch break cannot be respected.

##### **B. AT HIGHER RATE II (153%)**

- Administrative Tribunal hearings of more than two hours' scheduled duration
- European Pharmacopoeia and assimilate meetings (cosmetics, packaging, transfusion);
- Pompidou Group, except the Bureau and Permanent Correspondents
- CM-DH, except the last day devoted purely to adoption of decisions
- Conferences of Specialised Ministers
- Bern Convention, except the Bureau
- Conferences, symposia and seminars in the scientific co-operation field (for example, "Major Hazards")
- Certain meetings for the drafting of specialised conventions
- As a rule, any technical or scientific meeting presenting particular difficulties, such as the systematic interpretation of documents being read out. The reclassification on this ground of a meeting from basic rate to higher rate II shall be carried out on the decision of the Head of the Interpretation Department.
- Meetings of the European Social Charter, except the last day
- Plenary meetings of Moneyval and GRECO where the reports are being examined

## **2. CONSECUTIVE OR WHISPERED INTERPRETATION**

The daily remuneration shall be twice the basic rate in the case of a meeting at which interpretation is provided entirely in the form of consecutive/whispered interpreting by a single interpreter, in the case of a sitting lasting at least three and a half hours.

### **APPENDIX III**

#### **Travel expenses claim form**

SECRETARIAT GENERAL

DIRECTORATE GENERAL OF ADMINISTRATION  
DIRECTORATE OF PROGRAMME, FINANCE & LINGUISTIC SERVICES

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

INTERPRETATION DEPARTMENT

**Certificate of work to be returned to the Interpretation Division AFTER the meeting  
EXPENSES CLAIM FORM**

IF Reference: - - - -

Interpreter Ref #:

Professional address:

Contract #:

Insurance :

Strasbourg, le XX

Status :

Further to your discussions with the Council of Europe Secretariat, I am writing to confirm your engagement as an interpreter for the following meeting:

Purchase Order:

Title:

Place:

Room:

Date and time: from at until at (subject to confirmation)

Language regime: into

Interpreter's languages: into

Remuneration rate:

Daily subsistence allowance rate<sup>1</sup>:

This engagement is governed by the Agreement concluded between the Co-ordinated Organisations and the International Association of Conference Interpreters (AIIC) and the Additional Protocol to this Agreement concluded between the Council of Europe and the AIIC, copies of which have been sent to you.

The holder of the present contract is under the authority of, and answerable to, the Secretary General. In discharging his or her duties, he or she must neither seek nor receive instructions from any government or other outside authority. He or she is bound to observe professional secrecy.

An insurance has been taken out with the Company CHARTIS (ex. AIG EUROPE) (contract nr 2.004.761) covering specific travel-related risks you may encounter during the meeting and the journey from your home to the place of the meeting and vice-versa; you may use the telephone line: +32 3 253 69 16 (or fax 32 2 252 69 58) for any other information and in case of emergency.

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<sup>1</sup> Taux en vigueur au moment de l'émission du contrat

**Travel arrangements:**

OUTWARD JOURNEY	MEANS OF TRANSPORT	DATE	DEPARTURE TIME	AMOUNT PAID
TRAIN				
AIR				
PRIVATE CAR				
BUS				
TAXI				
HIRE CAR				
VISA COSTS				

RETURN JOURNEY	MEANS OF TRANSPORT	DATE	ARRIVAL TIME	AMOUNT PAID
TRAIN				
AIR				
PRIVATE CAR				
BUS				
TAXI				
HIRE CAR				
VISA COSTS				

For journeys by rail please stipulate the train's departure and arrival times; the increment will be included in calculation of the refund (Article 14 of the Supplementary Agreement COE-AIIC)

For journeys by air please stipulate the flight departure and arrival times; the increment will be included in calculation of the refund (Article 14 of the Supplementary Agreement COE-AIIC)

For journeys by car please stipulate the times of departure from and arrival at your home address

If a car journey is shared, please provide the following information:

Driver's surname and first name: .....

Passenger's (s) surname(s) and first name(s): .....

Journeys by bus solely concern travel outside city limits, except for airport shuttles

For journeys by taxi, see article 10 of the Supplementary Agreement between the CoE and AIIC: applicable solely where the taxi is a substitute means of public transport.

For journeys by car hire, see Articles 9 and 10 of the Supplementary Agreement between the COE and AIIC.

Remarques / commentaires (réservés à l'Administration): .....  
 .....  
 .....

**Exceptional expenses incurred (article 11(2) of the Supplementary Agreement between the CoE and AIIC)**

Nature of expenditure .....

Amount : .....

Observations (for use by Administration):.....  
 .....  
 .....

**Derogation transport <sup>1</sup>:**

1)	I declare on my honour that my travel arrangements were as indicated above and I am unable to provide my ticket for the following reason <sup>(*)</sup> .....
2)	I have declared above that I used a route and/or means of transport other than that (those) authorised and I accept the fixed sum.
3)	In agreement with the Head of Interpretation Department's, I used a route and/or means of transport other than that (those) authorised and I request a refund on this basis.
4)	The conditions for sharing of expenses with ..... are met for a contract with this Organisation beginning on .....and ending on ..... Enclose, if possible, documentation setting out the expenditure sharing arrangements

**Advance payment for travel expenses:**

I declare on my honour that an advance payment for travel expenses amounting to

€ was paid to me.

Date of the request :

Signature of the interpreter :

<sup>1</sup> Tick the relevant box

**Reimbursement of daily subsistence allowances:**

Date and time of end of meeting, as notified by the interpreter

Is an increase in the allowance requested?

(Article 18 of the Supplementary Agreement between the CoE and AIIC): YES NO

Observations (for use by Administration):

**Costs paid by the Organisation, by a government or by another body (article 19 of the Supplementary Agreement between the CoE and AIIC):**

Number of meals: .....

Number of nights' accommodation:.....

**Documents to be supplied:**

For journeys by air: ticket, boarding cards, invoices or electronic ticket stating the route and the amount paid

For journeys by rail: ticket, invoice or electronic ticket stating the route and the amount paid

Sleeper, taxi, hire car, visa costs: invoices or receipts

Copy of the claim for an advance of expenses

Original hotel bills, failing which, the subsistence allowance will be reduced by 50%.

**Return of claim forms:**

Interpreters must return expenses claim forms with the corresponding documents to the secretariat of the interpretation department immediately after the end of the meeting.

Observations by the interpreter, if any: .....

Read and approved

Date and Signature

.....

**Box reserved for the Administration**Composition de(s)  
équipe(s)

de :

vers :

à:

Audience /  
Délibérations :

Technique :

Dépassement  
d'horaire :

Autres :

En  
annulation

LIQUIDATION

Approche  
AllerTaux de  
baseTaux  
majoréApproche  
Retour

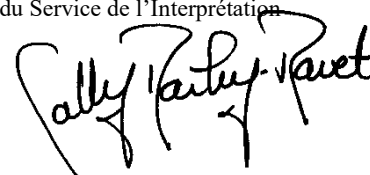
Perdiem

frais de  
voyage

Au nom du Secrétaire Général

S. BAILEY

Le Chef du Service de l'Interprétation



## EXPENSES CLAIM FORM: EXPLANATORY NOTE

The contract states the amount of the subsistence allowance in force at the time of issue of the contract; the final payment will naturally take account of the updated rate of subsistence allowance due.

- **Travel arrangements:** Interpreters should indicate their real travel arrangements and the amounts actually paid.
- **Exceptional expenses incurred:** In case of exceptionally high expenses that cannot be covered on a flat-rate basis by the subsistence allowance, they may be refunded on submission of all the relevant receipts, subject to special approval from the Head of the Interpretation Department, in which case a sum equal to 10% of the total subsistence allowance shall be deducted from the amount reimbursed.
- **Transport exceptions:** This section mentions four possible cases for departure from the authorised travel arrangements mentioned on the contract :
  - 1) applicable where the interpreter is unable to provide the ticket (season ticket,...). Only one lost ticket per calendar year will be accepted;
  - 2) applicable where, without the secretariat having been informed beforehand :
    - the interpreter's outward or return journey was from or to a place other than his/her professional address ;
    - the means of transport differed from that authorised on the contract ;
    - or the interpreter chose to travel at different times for reasons of personal convenience.
  - 3) applicable where, in agreement with the Head of the Interpretation Department :
    - the interpreter's outward or return journey was from or to a place other than his/her professional address ;
    - or the means of transport differed from that authorised on the contract.
  - 4) applicable where the travel expenses are shared with another organisation. All cost sharing requests should be submitted to the Head of the Interpretation Department as soon as possible.
- **Reimbursement of daily subsistence allowances:** Interpreters should confirm the date and time of the end of the meeting for checking against the information provided on the contract.

The line concerning a request for an increase must systematically be completed with YES or NO; the staff dealing with the settlement of expenses will take this into account to calculate the final amount due as regards the subsistence allowance, in agreement with the meeting organisers or the Head of the Interpretation Department.

- **Cost paid by the Organisation, a government or another body:** Interpreters should state the number of meals and/or nights' accommodation provided to them free of charge while on an official journey.
  - **Documents to be supplied:** All the documents listed here must be submitted, in a single batch, together with the expenses claim form. If for tax purposes, the interpreter needs to keep the original documents, he/she shall make sure he/she is given two original copies of the documents.
  - **Return of claim form:** Interpreters' compliance with these instructions will enable the Organisation to expedite the calculation and payment of the expenses due. Two months after the end of the financial year, on the last day of the month of February, reimbursement of claims will no longer be possible.
  - **Box reserved for use by Administration:** Interpreters must not enter any information in this part of the form.
-