

REGULATIONS FOR MISSION EXPENSES

External parties

These regulations fall within the scope of article 7 of decree no. 2006-781 of 30/07/2006 setting the terms and methods of payment of expenses resulting from temporary trips by the State's civilian personnel: "when the interests of the service so require and to take into account specific situations, a ministerial decree or a decision by the board of directors of the establishment can set, for a limited duration, exemptions to the inter-ministerial decrees provided for in the previous paragraphs, which may not, under any circumstances, result in the sum reimbursed being higher than that actually incurred"

Type of service	RULES FOR REIMBURSEMENT OF EXTERNAL PARTIES	Documents to be provided
Framework of the mission	<p>Definition of administrative residence: all municipalities in departments 75, 92, 93 and 94 (no reimbursement).</p> <p>Exception: travel to French airports and reimbursement</p> <p>Start and end of mission:</p> <p>Train, excluding Eurostar: times shown on the tickets, extended by 1 hour before and after. Train, Eurostar: times shown on the tickets, extended by 2 hours before and 1 hour after. Plane, national flights: times shown on the tickets, extended by 1 hour before and after. Plane, international flights and overseas departments and collectivities: times shown on the tickets, extended by 2 hours before and 1 hour after.</p> <p>European financing: this decision does not affect missions which are part of projects receiving European financing.</p>	
Train	<p>Reimbursement of the actual cost of travel, subject to the following conditions:</p> <p>Travel in 2nd class</p> <p>Possibility of 1st class if the train trip exceeds 3 hours or if the employee has a rail card enabling them to get a price lower than that for 2nd class.</p> <p>In the event of a change of time for reasons arising from work, the actual cost of the surcharge is reimbursed.</p> <p>On the decision of the Management, renewal of a season ticket making it possible to get lower prices.</p> <p>Only tickets paid for by the external party (and not their employer) will be reimbursed.</p>	<p>Mission order or notice of meeting Statement of expenses</p> <p>Travel tickets (if covered by the concerned party)</p> <p>Ticket for surcharge or Carte Bleue receipt</p>

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Plane	<p>Reimbursement of the actual cost of travel, subject to the following conditions:</p> <p>If SNCF does not allow e-tickets to be issued for departures from outside of France, the plane journey is authorised without restrictions on its duration.</p> <p>Only tickets paid for by the external party (and not their employer) will be reimbursed.</p> <p>If flight > 6 hours: reimbursement of the actual cost of Business class.</p>	<p>Mission order or meeting notice</p> <p>Statement of expenses</p> <p>Travel tickets (if covered by the concerned party)</p> <p>Proof of payment</p>
Personal vehicle	<p>Mileage allowances are reimbursed in line with the mileage allowance scale set by the decree.</p> <p>Tolls: actual cost.</p>	<p>Statement of expenses</p> <p>Mission order or notice meeting Statement of payment</p> <p>Insurance certificate covering business travel</p> <p>Copy of the vehicle registration document or evidence of the model of vehicle (with engine power)</p> <p>Directions from the Via Michelin website</p>
Parking charges at train stations and airports	<p>Travel from home or INCa to the departure train station or airport. Reimbursement of the actual cost of parking charges, limited to the duration of the mission and to the lowest parking charges.</p>	<p>Proof of tolls / kms</p> <p>Statement of expenses</p> <p>Mission order or meeting notice</p> <p>Bill or parking ticket with proof of payment</p>
Public transport (bus, metro, RER, tram, etc.) (France and abroad)	<p>Reimbursement of the actual cost</p> <p>Travel by public transport is to be encouraged and must be consistent with the dates and locations of the mission.</p> <p>Actual cost of the expense incurred, upon presentation of original supporting documents</p>	<p>Statement of expenses</p> <p>Mission order or meeting notice</p> <p>Travel tickets (bus, metro, RER, tram, etc.)</p> <p>or proof of payment (showing the amount)</p>

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Taxi (France and Abroad)	To be reimbursed, external parties' taxi receipts must correspond to the dates and times of the mission and identify 2 of the following locations as the departure and arrival points: train station/airport - place of residence - location of meeting - hotel.	Statement of expenses Mission order or meeting notice Bill showing the date, place of departure and arrival or receipt or proof of payment
	Motorcycle taxis are not allowed and will not be reimbursed	
Vehicle hire (France and Abroad)	Not reimbursed	Not reimbursed
Accommodation	In France:	Statement of expenses Mission order or meeting notice Paid accommodation bills
	Overnight stays in hotels (including breakfast) are reimbursed in the following cases: The person on the mission is authorised to spend 1 or 2 nights (night before or after the meeting if the travel schedule is incompatible) or if the meeting organised by the INCa lasts for several days (accommodation between each day). In the event of a strike, 1 additional overnight stay can be reimbursed. Paris and Ile-de-France: limit of €120 Lyon - Toulouse - Bordeaux - Marseille - Nice: limit of €100 Other cities in France: limit of €100	
	In overseas departments and collectivities:	
	Limit of €90 (accommodation + meal): Martinique, Guadeloupe, French Guiana, Réunion, Mayotte, Saint Pierre and Miquelon Limit of €120 (accommodation + meal): New Caledonia, Wallis and Futuna, French Polynesia	Statement of expenses Mission order or meeting notice Paid accommodation bills

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<p>Accommodation</p>	<p>Abroad:</p> <p>Overnight stays in hotels (including breakfast and tourist tax) are reimbursed as follows: Actual cost, no more than 65% of the per diem allowance shown on the website http://www.economie.gouv.fr/dgfip/mission_taux_chancellerie/frais. The amount is to be converted into euros (if necessary) using the exchange rate provided on the Ministry's website http://www.economie.gouv.fr/dgfip/taux_chancellerie_change. If the website shows several currency codes, one of which is the euro, the euro should be selected. Agency fees are not included in this amount. They are covered directly by INCa. When the person on the mission receives a free service, whether accommodation or a meal, this amount is reduced in proportion to the percentages (e.g. meals on planes).</p>	<p>Statement of expenses Mission order or meeting notice Paid accommodation bills</p>
	<p>Meal</p>	