
Foreign Travel Decree

Valid from 01/01/2017 to date

Decree of 29 July 1994 adopting the Foreign Travel Decree for civil servants and amending the Domestic Travel Decree

We, Beatrix, by the grace of God Queen of the Netherlands, Princess of Orange-Nassau, etc., etc., etc.

On the recommendation of Our Minister of the Interior of 14 December 1993, no. AD93/U916, Directorate-General for Management and Personnel Policy, Civil Service Personnel Management Department, Conditions of Employment and Social Policy Division;
Having regard to section 125, subsection 1 and section 134, subsection 1 of the Central and Local Government Personnel Act, section 2 of the Ministers and State Secretaries (Legal Status) Act, section 2, subsection 3 and section 4a, subsection 3 of the Act of 11 September 1964 establishing new regulations for the remuneration of the Vice-President of the Council of State and the State Councillors, and of the President and other members of the Court of Audit (Bulletin of Acts and Decrees 1993, 218) and section 7 of the National Ombudsman Act;
Having heard the Council of State (advisory opinion no. W04.93.0835 of 24 May 1994);
Having seen the report to the Queen by Our Minister of Foreign Affairs of 19 July 1994, no. AD94/671, Directorate-General for Management and Personnel Policy, Civil Service Personnel Management Department, Conditions of Employment and Social Policy Division;

Have approved and decreed:

Chapter 1. General provisions

Article 1

In accordance with the rules laid down by or pursuant to this Decree, travel and subsistence costs relating to official travel abroad are reimbursed.

Article 2. Definitions

The following definitions are used in this Decree:

- a. Our Minister:
the Minister concerned;
- b. the person concerned:
the person who works on the basis of the General Civil Service Regulations, the Civil Service Regulations for the States General or the Foreign Service Regulations, on the understanding that, when working abroad on the basis of the Foreign Service Regulations, the rules laid down by or pursuant to those Regulations apply;
- c. official travel/trip:
travel undertaken on the written instructions of the competent authority in connection with the performance of duties outside the Netherlands and any associated stay, with the exception of travel beginning in the Netherlands where the part of the journey outside the Netherlands is limited or where crossing the border does not necessarily entail expenditure on meals or an overnight stay abroad.

Article 3. High Councils of State

The following are equated with Our Minister for the purposes of this Decree, except for the purposes of article 15a: the competent appointing authority of each House of the States General, the Vice President of the Council of State, the Board of the Court of Audit, the National Ombudsman and the Director of the King's Office.

Article 4. Start and end of an official trip

The starting and ending points of an official trip are decided by the competent authority.

Article 5. Limiting and excluding claims

Reimbursements received from third parties of the costs referred to in this Decree are deducted from the reimbursements to which entitlement exists pursuant to this Decree, on the understanding that a person eligible for a Community scheme established by the European Commission for reimbursement of travel and subsistence costs is not entitled to reimbursements pursuant to this Decree.

Chapter 2. Reimbursement of costs

§ 1. Travel costs

Article 6. Public transport, journeys made by air or by boat

1. Travel costs incurred for journeys made by public transport, by boat or by air are reimbursed on submission of supporting documents relating to official trips undertaken using means of transport designated for that purpose by the competent authority.
2. If, in the opinion of the competent authority, the interests of the service and the conditions of travel provide grounds for doing so, supplements for special trains, costs of seat reservations and sleeper compartments in trains and extra baggage costs will be reimbursed as travel costs.
3. The following costs are also reimbursed as travel costs:
 - a. the cost of transport from the station, port or airport of arrival to the final destination on the outward and return journeys;
 - b. airport charges;
 - c. porter costs.
4. Our Minister for Housing and the Central Government Sector will lay down further rules on travel by public transport, boat or air and the reimbursement of travel costs eligible under this article.

Article 7. Own motorised vehicle for the part of a trip within the Netherlands

If, with the permission of the competent authority, the person concerned uses his own motorised vehicle for the part of an official trip within the Netherlands that connects with the part of the trip taking place by public transport, air or boat, an allowance will be granted for this in accordance with the rules to be drawn up by Our Minister of the Interior and Kingdom Relations.

In this respect a distinction is drawn between:

- a. an allowance for the use of the motorised vehicle if travel by public transport is impossible or inefficient;
- b. an allowance for the use of the motorised vehicle in special circumstances when travel by public transport would be efficient.

Article 8. Hired vehicles

If, in the opinion of the competent authority, it is in the interests of the service to use a hired vehicle or a taxi during an official trip, the associated costs will be reimbursed in full.

Article 9. Visits home

In the event of a lengthy official trip, the competent authority may give the person concerned permission to make one or more short visits home. Travel costs incurred for a visit home attested to by supporting documents are only reimbursed if, in consultation with the competent authority, the journey is made by public transport, by air or by boat in the lowest class. Article 6, paragraph 3

applies *mutatis mutandis* to visits home.

§ 2. Subsistence costs

Article 10

1. Subsistence costs are costs necessarily incurred for meals, accommodation and minor expenses during an official trip.
2. Subsistence costs are reimbursed according to rules to be drawn up by Our Minister of the Interior and Kingdom Relations.
3. There is no entitlement to reimbursement of subsistence costs:
 - a. for official travel of less than four hours' duration;
 - b. for part of a journey within the Netherlands of less than four hours' duration that connects with a journey or part of a journey by boat or air, with the exception of air travel within Europe;
 - c. for part of a journey by air, with the exception of air travel within Europe;
 - d. for a visit home as referred to in article 9, with the exception of parts of the journey that relate to travel between the places of temporary stay and permanent residence.
4. If during an official trip the person concerned incurs costs for government-provided overnight accommodation, these costs will be reimbursed. If the government-provided accommodation is not used, there will be no entitlement to reimbursement.
5. Reimbursement cannot be claimed for the cost of meals if, during an official trip, the government has provided an opportunity to take meals either free of charge or in return for payment, unless the person concerned can demonstrate that he was unable to avail himself of this opportunity.
6. The competent authority may grant a lower reimbursement for subsistence costs than under the rules referred to in paragraph 2 if frequent official trips take place and if the competent authority deems that this is warranted in view of the nature of the work or the travel conditions of the person concerned.
7. If the person concerned can provide supporting documents demonstrating that due to special circumstances reimbursement under the rules referred to in paragraph 2 is insufficient to cover subsistence costs incurred during an official trip, the competent authority may authorise that person to claim some or all of the additional costs.
8. Government-provided overnight accommodation, as referred to in paragraph 4 and government-provided meals as referred to in paragraph 5 mean:

overnight accommodation and meals provided by central government or another Dutch public sector body or semi-public sector body.

§ 3. Other provisions relating to expense allowances

Article 11. Additional costs

The costs of national and international telephone calls made in connection with official travel in the interests of the service, as well as costs necessarily incurred, in the opinion of the competent authority, for vaccination, courses, entertainment and for registration for conferences will be fully reimbursed upon submission of supporting documents.

Article 12. Clothing costs

If climatic conditions or other special circumstances in a country that will be visited in the course of an official trip so warrant, the competent authority may, in accordance with the rules to be drawn up by Our Minister of the Interior and Kingdom Relations, grant an allowance to the person concerned

towards the demonstrably incurred costs of special clothing and equipment if, in the opinion of the competent authority, the costs were necessarily incurred.

Article 13. Illness, accident; loss, theft of or damage to luggage

1. If the person concerned can demonstrate that he incurred necessary costs during an official trip as a result of illness or an accident, the competent authority can fix an amount by way of reimbursement of these costs should they not be reimbursed in another way.
2. If the person concerned can demonstrate that he incurred necessary costs as a result of the loss, theft of or damage to luggage he needed to have with him during an official trip, the competent authority can fix an amount by way of reimbursement, subject to a maximum amount to be set by Our Minister of the Interior and Kingdom Relations.

Article 14. Hardship clause

The competent authority can waive the application of the provisions laid down by or pursuant to this Decree or depart from them if, having regard to the interests of the person or persons concerned, their application would be extremely unfair.

Article 15. Special rules

Our Minister may, in consultation with Our Minister for Housing and the Central Government Sector, notwithstanding the provisions laid down by or pursuant to this Decree, lay down special rules for categories of cases designated by him.

Article 15a. Official travel associated with postings to Aruba, Curaçao or St Maarten

1. In cases where the competent authority has agreed to post the person concerned to Aruba, Curaçao or St Maarten at the request of the government of Aruba, Curaçao or St Maarten, Our Minister for Netherlands Antilles and Aruban Affairs will, in consultation with Our Minister of the Interior and Kingdom Relations, lay down special rules which may deviate from the other provisions of this Decree.
2. Consultations will be held on any changes to reimbursements of costs included in the rules referred to in paragraph 1 with the federations of civil service trade unions in the Central Government Sector Bargaining Committee should a member of that Committee have communicated to the chair his wish that such consultations be held

Article 15b.

Our Minister and Our Minister of the Interior and Kingdom Relations may confer a mandate to lay down rules of an extremely technical nature pursuant to this Decree.

Article 16. Travel claims

1. Claims for the costs referred to in this Decree must be submitted in a manner prescribed by the competent authority.
2. The person concerned will forfeit the right to reimbursement if he fails to submit an expense claim within three months of the official trip during which the expenses were incurred.

Article 17. Consultations

Consultations will be held on any changes to reimbursements of travel and subsistence costs pursuant to this Decree with the federations of civil service trade unions in the Central Government Sector Bargaining Committee should a member of that Committee have communicated to the chair his wish that such consultations be held.

Chapter 3. Miscellaneous provisions

Article 18. Repeal of the 1971 Travel Decree

The 1971 Travel Decree is repealed.

Article 19. Allowance for travel and subsistence costs for certain senior officials

For foreign official trips made by the director of the King's Office, or by persons deputising for or replacing the director of the King's Office, costs are reimbursed up to the amounts which, according to their separate statements for travel costs and or subsistence costs, and having regard for appropriate economy, have in total been spent, if applicable including the costs incurred by and for those accompanying them.

Article 20. Amendment to the Domestic Travel Decree

[Amends other legislation]

Article 21. Entry into force

This Decree enters into force with effect from the first day of the second calendar month after the date of the Bulletin of Acts and Decrees in which it is published.

Article 22. Short title

This Decree is to be cited as the Foreign Travel Decree.

We order and command that this Decree and the explanatory memorandum pertaining to it be published in the Bulletin of Acts and Decrees.

The Hague, 29 July 1994

Beatrix

D.IJ.W. de Graaff-Nauta
Minister of the Interior

Published on the sixteenth of August 1994

A. Kosto
Minister of Justice