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## Structure

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## Abstract

The aim of this paper is to briefly present the Eurostat method of calculating short-term allowances also known as “mission expenses”. Mission expenses are payments made by the employer to compensate staff for costs incurred when working on official business away from their usual place of employment. This is standard practice across the public and private sector. Given the structure and nature of the EU, many EU personnel are regularly required to travel on official business and there are 28 Intra-EU and 202 Extra-EU mission destinations, but missions can also be organised to other locations. The aim is to implement a method using the best available data, which allows the calculation of concrete figures and at the same time imposes as little administrative burden as possible.

The focus will be on the methodology that Eurostat has developed and the source of data used. The two main advantages of Eurostat methodology are: 1) its efficiency, as it uses data already compiled like the HICP, the CCs calculated using data from the ECP and data provided from ISRP and ICSC, thus there is no economic burden to Member States and 2) its effectiveness as it is really easy to apply and it meets the goals and the quality criteria set in Staff Regulations.

Different approaches are possible in practice, however there are typically three main components: transport, hotel accommodation and daily subsistence allowance. Transport expenses are covered by the employer, under specific guidelines. The focus of this paper will be to present the methodology used to calculate the other two components, i.e. hotel ceilings and daily subsistence allowances. It will present the evolution of the methodology over the last twenty years, the different approaches proposed, the reasoning supporting current methodology and current values.