



EUROPEAN CENTRAL BANK

EUROSYSTEM

DIRECTORATE GENERAL HUMAN RESOURCES  
BUSINESS PARTNERING DIVISION

## GUIDELINES FOR THE REIMBURSEMENT OF INTERVIEW TRAVEL EXPENSES

Reimbursement of interview travel expenses is only applicable to candidates whose address - as indicated on their application - is at more than 50 kilometres distance from the ECB.

Before making any travel arrangements, please note that you will be required to provide **original receipts of travel tickets, boarding passes, hotel invoices, etc.** (as far as possible) when submitting the request for reimbursement via your candidate profile in the recruitment system. **Failure** to provide these documents **may result in the ECB not reimbursing** the associated expenses.

**The ECB will reimburse the following, as applicable:**

### **1. Travel expenses**

The reimbursement of travel expenses will be based on a **return trip between the address specified on your application and Frankfurt**. For any other case, follow the instructions you will receive in your interview invitation e-mail on how to request an exception.

Should your flight / train be delayed or cancelled, please get in touch with your Recruitment Team contact immediately so that alternative arrangements can be made. You must use **the most economic way of travelling** and, in line with the ECB green policy, we would like to encourage you to use the alternative that least impacts the environment.

**1.1 Travelling by air**, one return fare in economy class will be reimbursed.

As soon as your interview is confirmed in writing, please book your flights in order to avoid unnecessary increased fares. Please note that if the **cost of your ticket exceeds €500, you should get in touch with your Recruitment Team contact in advance for approval.**

If you are travelling back on the same day, the ECB will reimburse a business class fare **only** if an economy fare is not available or if a business class fare is cheaper than economy class.

**1.2 Travelling by rail**: one 2<sup>nd</sup> class return rail ticket will be reimbursed.

**1.3 By private car:** candidates will be reimbursed at a rate of €0.40 per kilometre, as calculated by the website [www.viamichelin.co.uk](http://www.viamichelin.co.uk), up to a **maximum ceiling of €300**. Candidates must ensure that private cars are suitably insured for the journey, as the ECB will not accept any liability in this respect. Please note that **charges for hire cars will not be reimbursed**. If your trip exceeds 300 kilometres (600 kilometres return) you will have to prove that you travelled by car by providing adequate documentation such as receipts for petrol, toll fees, refreshments etc. during your journey to Frankfurt (receipts from your starting destination will not be accepted).

If the distance between your home address and the airport/train station exceeds **50 kilometres**, the travel costs incurred for this part of the journey, will also be reimbursed as travel expenses.

In the rare case that your interview needs to be rescheduled, due to unavoidable circumstances, the ECB will cover travel costs related to this.

Please note that the ECB will not cover the costs for any person accompanying you on your trip to Frankfurt.

If you choose to extend your trip and stay in Frankfurt before or after your interview, the ECB will cover your travel costs as long as they are not more expensive than if you just came for the interview. The ECB will not cover any accommodation costs related to this, nor any other costs should your return travel be delayed.

## **2. Other expenses**

**2.1** The ECB will pay a **lump sum of €60** to cover out-of-pocket expenses (taxis, public transport, meals, etc, with the exception of those mentioned above). This sum is also intended to cover any additional fees you may incur, including any bank charges.

**2.2** In case of an overnight stay, the lump sum indicated in point 2.1 will be increased to **€85** for the first night and **€60** for each consecutive night.

**2.3** In case **hotel accommodation** is required before or after your interview, please note that the **actual accommodation costs** (excluding breakfast) will be reimbursed **up to a maximum of €150**. In exceptional cases (e.g.: major exhibition in Frankfurt), this limit may be revised. You will receive instructions how to request an exception in the interview invitation email. Additional costs such as breakfast, internet usage, mini bar etc. are covered by the lump sum.

**Please note that booking confirmations are not accepted by our accounting department as proof of payment. We require an invoice from the hotel!** We are only able to reimburse accommodation costs from commercial establishments such as hotels, and do not reimburse stays at private residences (for example booked via homestay websites).

The Recruitment Team is unable to arrange hotel accommodation for candidates. For your information and possible use, the ECB has agreed corporate rates with the following hotels, within the 150 EUR/night budget:

#### **ECB Headquarters (Ostend area)**

##### **Fleming's Deluxe Hotel \*\*\*\*\***

Lange Straße 5  
60311 Frankfurt  
Tel.: +49 69 219 30-0  
Fax: +49 69 219 30-599  
[frankfurt.riverside@flemings-hotels.com](mailto:frankfurt.riverside@flemings-hotels.com)  
<http://www.flemings-hotels.com>

##### **Hotel 25 Hours**

Hanauer Landstraße 127  
60314 Frankfurt  
Tel.: +49 +49 69 40 58 68 90  
Fax: +49 69 920 397-69  
[goldman@25hours-hotels.com](mailto:goldman@25hours-hotels.com)  
<http://www.25hours-hotels.com>

##### **Innside Frankfurt Ostend**

Hanauer Landstraße 81  
60314 Frankfurt  
Tel.: +49 +69 299252-0  
[innside.frankfurt.ostend@melia.com](mailto:innside.frankfurt.ostend@melia.com)  
<https://www.melia.com>

In order to receive the ECB rate for hotels in the Ostend area, you will be asked for a code. The code is **ECBHRcandidate** (only valid when booking via telephone/email, but not for online booking).

#### **City Centre**

##### **Hotel Ramada Frankfurt City Centre \*\*\*\*\***

Weserstrasse 17  
60329 Frankfurt  
Tel.: +49 69 310 81-0  
Fax: +49 69 310 81-555  
[info@ramada-frankfurt.com](mailto:info@ramada-frankfurt.com)  
[www.ramada.de](http://www.ramada.de)

##### **Hotel Miramar \*\*\***

Berliner Strasse 31  
60311 Frankfurt  
Tel.: +49 69 920 397-0  
Fax: +49 69 920 397-69  
[info@miramar-frankfurt.de](mailto:info@miramar-frankfurt.de)  
[www.miramar-frankfurt.de](http://www.miramar-frankfurt.de)

Please note that the vicinity of the central railway station (Hauptbahnhof) is considered the red-light district of Frankfurt.

For further information concerning hotels or reservations, please contact the German Tourist Office in Frankfurt on +49 69 2123 0808. Alternatively, a list of hotels can be found on the following websites:

[www.hotels.de/Frankfurt](http://www.hotels.de/Frankfurt) or [www.frankfurt-tourismus.de](http://www.frankfurt-tourismus.de).

### **How to receive reimbursement**

In order to facilitate the reimbursement of your interview-related expenses, you will be required to provide your **International Bank Account Number (IBAN) and SWIFT/BIC code**.

**Please note that you should claim your expenses within 6 months after your interview date. Claims older than 6 months shall not be processed.**

Please make sure (by contacting your Bank) that you can provide the full details of your **IBAN and SWIFT/BIC Code**, otherwise we will issue you with a cheque in Euro. You should be aware that it will take longer to receive the reimbursement and you may incur additional bank fees.

### **How to get to the ECB**

The European Central Bank's offices are in **two different locations**:

- ECB Headquarters (Ostend area) and
- City Centre (Eurotower, Japan Centre and Commerzbank).

Please find below information on how to reach our premises, depending on the location:

#### **ECB Headquarters (Ostend area)**

##### **From Frankfurt International Airport**

By taxi: the trip will take around 30 minutes and will cost approximately €30.

By public transport: S-Bahn (suburban train) lines S8 (in the direction of Offenbach-Ost) or S9 (in the direction of Hanau-Hauptbahnhof) to Frankfurt Ostendstraße; it is a 6 minutes'-walk to the new ECB premises (approx. 600 meters).

##### **From Frankfurt Hauptbahnhof (main railway station)**

By S-Bahn (suburban train): lines S1 and S2 (in the direction of Dietzenbach), line S3 (in the direction of Darmstadt), line S4 (in the direction of Langen), lines S5 and S6 (in the direction of Frankfurt Süd) – all of which also stop at Konstablerwache and Hauptwache, for instance – to Ostendstrasse, from where it is a five-minute walk via Paul-Arnberg-Platz directly to the entrance to the ECB's premises on Sonnemannstrasse.

By U-Bahn (underground train): line U6 – which also stops at Konstablerwache and Hauptwache, for instance – to Ostbahnhof, from where it is a few minutes' walk directly down Sonnemannstrasse to the entrance to the ECB's premises.

By tram: line No 11 to Ostbahnhof/Sonnenmannstrasse, from where it is a few minutes' walk directly down Sonnemannstrasse to the entrance to the ECB's premises.


By other public transport services: bus line No 32 – which serves as a cross-city link in combination with the underground and suburban train networks – to Ostbahnhof/ Sonnenmannstrasse, from where it is a few minutes' walk directly down Sonnemannstrasse to the entrance to the ECB's premises.


### City Centre

#### From **Frankfurt International Airport**

By taxi: the trip will take around 30 minutes and will cost approximately €30.

By public transport: S-Bahn (suburban train) lines S8 (in the direction of Offenbach-Ost) or S9 (in the direction of Hanau-Hauptbahnhof) to Frankfurt Hauptbahnhof (main station). For details on how to get from the Hauptbahnhof to the ECB, see below.

 From **Frankfurt Hauptbahnhof** (main train station): the ECB is within walking distance of the Hauptbahnhof (a 10-minute walk along Kaiserstrasse). Alternatively you can take tram number 11 (direction Fechenheim) or the underground lines U4 or U5 (direction Enkheim via Seckbacher Landstraße / Preungesheim) and get off at Willy-Brandt-Platz/Europäische Zentralbank.

 Should you travel to **Frankfurt Hahn airport**: please note that this airport is situated approximately 125km west of Frankfurt. There is a shuttle bus service ("Bohr Omnibus") from outside the arrivals hall at the airport to Frankfurt Hauptbahnhof. The journey takes ca. 1 hour 45 minutes.

#### **Helpful links:**

Map with ECB buildings (*Headquarters Frankfurt am Main* tab):

<http://www.ecb.europa.eu/home/html/contact.en.html>

Frankfurt International Airport (code FRA): [www.frankfurt-airport.com](http://www.frankfurt-airport.com)

Frankfurt Hahn airport (code HHN): [www.hahn-airport.de](http://www.hahn-airport.de)

Shuttle busses from Frankfurt Hahn: [www.bohr-omnibusse.de](http://www.bohr-omnibusse.de)

Public transportation in Frankfurt (available in English, French, Italian, Spanish): [www.rmv.de](http://www.rmv.de)