

**PRACTICAL GUIDE FOR TRAVEL AND ACCOMMODATION  
FOR CANDIDATES TRAVELLING  
TO ATTEND AN INTERVIEW AT NATO HQ, BRUSSELS**

## **1. TRAVEL**

In accordance with the NATO Regulations, candidates for interview shall use the most direct and economical route to visit NATO HQ. For candidates whose travel expenses are higher than the maximum amount payable by NATO, the difference will be at their own expense.

### **1.1 BY AIR:**

1.1.1 Candidates should send their request for air booking to Missions Unit via email: mailbox.missions@hq.nato.int, with the following details:

- a) Date and time of the interview
- b) Place of departure and return from Brussels
- c) Full name as in passport
- d) Date of birth
- e) Candidate's home, office and mobile phone numbers.

1.1.2 Missions Unit will provide the candidates with a pre-paid ticket according to the most direct and economical route according to NATO travel rules.

### **1.2 BY TRAIN:**

1.2.1 Candidates should send their request for rail booking to Missions Unit via email: mailbox.missions@hq.nato.int, with the following details:

- a) Date and time of the interview
- b) Place of departure and return from Brussels
- c) Full name as in passport
- d) Date of birth
- e) Candidate's home, office and mobile phone numbers.

1.2.2 Train tickets may be purchased also by the candidate. They will be reimbursed, together with other expenses, after the interview (see paragraph 4).

1.2.3 "Unclassified" (U) grade candidates are authorized to travel 1st class, including Eurostar.

1.2.4 Candidates interviewing for a grade A, L or T post are authorized to travel 1st class (except Eurostar).

1.2.5 Candidates interviewing for a grade B or C post are authorized to travel 2nd class.

### **1.3 BY CAR:**

Travel by car is accepted when there is no satisfactory means of public transportation available. Reimbursement will be the equivalent of a train or air ticket, whose cost will be calculated as stated in paragraphs 1.1 and 1.2 above, unless exceptional circumstances justify the payment of expenses on a kilometric basis (shortest route).

## **2. ACCEPTED EXPENSES**

2.1 NATO pays a daily allowance to cover expenses related to the interview. A maximum of **EUR 144.6** can be claimed for accommodation costs (breakfast included), and for which a hotel receipt is necessary. An additional allowance of **EUR 96.4** per 24 hour period is permitted to cover meals and miscellaneous expenses.

2.2 Travel can only be for the purpose of the interview. Any deviation from the most direct and economic means of transport without prior consultation will not be considered for reimbursement.

2.3 Please note that, except for transportation mentioned at paragraph 1 above, only transportation

between home-airport/train station and airport/train station-hotel in Brussels and return will be reimbursed (receipts are also required for reimbursement).

### 3. HOTEL RESERVATION

If you require hotel reservations to be made during your stay in Brussels please contact the Missions Unit  
Office: [mailbox.missions@hq.nato.int](mailto:mailbox.missions@hq.nato.int)

Missions Unit will provide the candidate with a pre-paid confirmation /voucher in one of our NATO preferred hotels. Hotels located in NATO HQ area provide a shuttle to NATO HQ.

### 4. AFTER COMPLETION OF YOUR TRAVEL

Candidates must send the completed travel claim form, duly signed, including the train, taxis and local transportation receipts scanned to the following email address: [mailbox.missions@hq.nato.int](mailto:mailbox.missions@hq.nato.int) or by post, to: NATO HQ Missions Unit (office L2.1.093) B - 1110 BRUSSELS Belgium.

- In order to make the reimbursement candidates should provide the following information:
- Name + address of account holder
- Name + address of bank

For European Candidates: Account number (IBAN) + BIC code (previously SWIFT).

For US and Canadian candidates: routing number "ABA", the SWIFT code or the bank identification institution number) and bank account numbers.

In case of doubt please contact your bank before returning the form.

Reimbursements will be made by the Missions Unit, 6-8 weeks after receipt of the claim, which **must** include all supporting documents to ensure timely reimbursement.

*NB. In the event of cancellation of the trip, if the pre-paid ticket cannot be cancelled by NATO (because of insufficient notice), the cost will be borne by the candidate unless he/she proves that the cancellation was due to circumstances beyond his/her control (such as illness, accident or serious family circumstances).*