

## **List of expenses which may be defrayed from the General Expenditure Allowance (GEA)**

The list below is non-exhaustive. The General Expenditure Allowance (GEA) is intended to cover expenses that are directly linked to the exercise of a Member's parliamentary mandate and which are not covered by other allowances except where the amounts provided by way of those allowances have been exhausted.

### **1. Office running and office maintenance costs**

#### **1.1 costs relating to office space**

- rent and related charges (heating, lighting, insurance, water, electricity, and cleaning)<sup>1</sup>
- maintenance and repair of rented premises<sup>2</sup>

#### **1.2 working costs**

- postal charges
- phone bills
- internet subscription
- subscription to databases
- costs relating to hosting or domain names of Members' websites

### **2. Office supplies and documentation**

- office supplies, stationery and materials
- purchase of or subscription to books, periodicals, newspapers and electronic newsletters
- cost of materials and supplies relating to graphic design, formatting, printing, publication or distribution of any printable or publishable material, such as research and position papers, reports, opinions, greeting cards, business cards, etc
- cost of foodstuffs and beverages for staff

### **3. Office equipment costs**

Purchase, renting, installation, running, maintenance and repair of:

- office equipment, including furniture
- IT equipment
- telephones, mobile phones, fax machines
- standard software

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<sup>1</sup> The premises must be used solely for the parliamentary activities of the Member.

<sup>2</sup> *Ibid.*

#### **4. Representational activities**

- hotel and restaurant bills within a Member's Member State of election
- costs relating to the logistical organisation of events, conferences, seminars, exhibitions or any public meeting organised by the Member, such as the renting of rooms, transport, travel expenses, accommodation, audiovisual equipment, documentation, supplies and catering costs
- volunteers' travel expenses

#### **5. Administrative costs**

- accounting and office bookkeeping not relating to the Parliamentary Assistance Allowance

#### **6. Principles applicable to the use of the GEA**

The use of the GEA is subject to the general principles applicable to Parliament's budget, such as:

- a) Principle of sound financial management, Articles 3, 5(3), 27, 28a and 109(2) of the Financial Regulation<sup>3</sup>, Article 21 of its Implementing Rules<sup>4</sup> and Article 62 IMMS<sup>5</sup>,
- b) Principle of specification, Articles 3 and 21 Financial Regulation,
- c) Principles of the funding of political parties, Articles 7 and 8 of the Regulation governing political parties at European level<sup>6</sup>.

Members are kindly advised to consult the relevant parliamentary services if uncertain as to the admissibility of any item(s) of expenditure under the GEA before committing to any expense.

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<sup>3</sup> Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities

<sup>4</sup> Commission Regulation (EC, Euratom) n° 2342/2002 of 23 December 2002

<sup>5</sup> Implementing Measures for the Statute of Members of the European Parliament

<sup>6</sup> Regulation (EC) N° 2004/2003 of 4 November 2003 on the regulations governing political parties at European level and the rules regarding their funding; see also Court of Justice, case 294/83 and Declaration n° 11 on Article 191 of the Treaty establishing the European Communities annexed to the Final Act of the Treaty of Nice