



Information on transportation costs - Annual Education declaration in SYSPER

Following the previous communication on [annual education declarations](#) PMO would like to highlight some information regarding the transportation costs for children attending a **primary / secondary school, fee or non-fee paying (including a European School) and is using the school bus, public transportation or private transportation.**

How to make your declarations for:

Please note that all declarations must be “signed and submitted” to be processed.

Transportation service organised by the school’s Parents’ Association

You need to submit an education declaration via SYSPER, if your child is attending one of the **European schools** (primary or secondary level) **and is using the transportation service** organised by the school’s Parents’ Association.

Where applicable (Brussels, Luxembourg, Karlsruhe), the PMO will pay the transportation costs directly to the Parents’ Association. This direct payment can only be made after **you have declared the transportation in your education declaration in SYSPER**. You must select “**European School Bus**” in your declaration.

N.B.: **for all other European Schools**, you will be invoiced directly by the transport provider. You must select in SYSPER “**European School Bus**” and attach the needed supporting documents:

- The transportation **contract**;
- The **invoice(s)** clearly identifying the service provided and the child’s name.

Upload the **available documents at the beginning of the school year** (contract and first invoice) so that your declaration can be **processed, and the education allowance granted** on a provisional basis. The remaining documents can be uploaded as they’re available either in the course or at the latest by the end of the school year.

Public Transportation service

You need to submit an education declaration via SYSPER, if your child is attending a **primary / secondary school, either fee or non-fee paying**

(including a European School) and is using the public transportation service.

Before signing and submitting your education declaration, you must upload the needed supporting documents:

- **Monthly or seasonal ticket(s);**
- **The invoice(s)** clearly identifying the service provided and the child's name.

Upload the **available documents at the beginning of the school year** so that your declaration can be **processed and the education allowance granted** on a provisional basis. The remaining documents can be uploaded as they're available either in the course or at the latest by the end of the school year.

N.B. - Supporting documents are not needed for transportation costs up to € 50 per school year.

Private Transportation

You need to submit an education declaration via SYSPER, if your child is attending a **primary / secondary school, either fee or non-fee paying (including a European School) located at least 1 km. from your child's domicile and is using the private transport to get to school.**

In this case no supporting documents are needed and you will be reimbursed the **equivalent of a seasonal public transport ticket.**

Combination of Transport means

You need to submit an education declaration via SYSPER, if your child is attending a **primary / secondary school, either fee or non-fee paying (including a European School) and is using a combination of transport means to get to school.**

If you combine public transportation and school bus - you must provide evidence that it's the shortest way from your child's domicile to the school. You must upload the needed supporting documents depending on the type of transport chosen (see different cases above).

You can also combine private transport with another type of transport (public transport or school bus), provided that **your child's domicile is at least 1 km. either from the school bus stop or from the public transport stop.**

FAQ and other information that might help you.

PMO also invites you to explore the interactive [education allowances tool](#) that has been created to guide you through the financial benefits you can receive at

each stage of your child's education and studies. Please review it if you haven't already.

You can also find detailed information on how to submit your education declaration on [MyIntraComm](#), in the [FAQ](#) and in the [practical guide](#) on education declarations.

Additionally, PMO colleagues always stand ready to provide help and advice via [Staff Contact](#).