

At-Large Community Travel and Reimbursement Policy

The following information is provided by the At-Large Staff to help members of the At-Large constituency arrange for travel and get reimbursed for travel related to ICANN meetings. If you have any questions about the process, please direct them to travel-staff@atlarge-lists.icann.org.

That list, travel-staff@atlarge-lists.icann.org, will always have the right ICANN support staff subscribed to it, before, during, and after a meeting, to handle any and all matters related to travel, RSVPing for a trip, and queries related to reimbursements.

BEFORE A MEETING

You will be asked to RSVP for the meeting. You may do this by email to the travel staff address. You will be advised what specific information you need to send, but you will always need to provide AT LEAST:

- 1) Full name on your passport of the traveller
- 2) The departure city
- 3) The departure date
- 4) The return date
- 5) The city you are returning to, if different than your departure city
- 6) That you acknowledge receipt of the travel policy contained in this document and any further amendments and that you agree to abide by it.

Your email will be acknowledged upon receipt. At the point at which travel is approved for you, you will be informed what to do next, and whom to contact to arrange your flight and/or hotel arrangements.

WHAT EXPENSES WILL ICANN PAY DIRECTLY AT ICANN-SPONSORED EVENTS?

At ICANN sponsored events, ICANN will directly pay for the following:

- Hotel charges for lodging and related tax
- Internet connectivity in your room, where the meeting you are attending does not provide Internet service as a part of the meeting.
- Hosted meals during the event
- Air or other intercity transportation to take participants from their point of origin to the meeting location, and back home again.

EXPENSES ABOVE PER-DIEM AMOUNTS

Unless:

- 1) you are specifically notified in advance to the contrary, or;
- 2) You have specific, advance written authorisation to do so

No expenses above the amount of your per-diem will be reimbursable. Be careful to live within the per-diem amount you receive – the amount is carefully designed to allow for cost of living variations in destinations and should allow you to:

- 1) eat and drink reasonably, three times a day;
- 2) pay any incidental costs during your trip, such as taxis;
- 3) pay fees for visas and travel insurance

If you have a specific situation that you think should be considered for extra funding, send an email to the travel-staff@atlarge-lists.icann.org address.

EXPENSES ABOVE AND BEYOND THOSE ICANN PAYS DIRECTLY

At past meetings, ICANN has allowed for expenses to be reclaimed after the meeting. This reimbursement-based system may be replaced by one of two different systems:

A per-diem system: you would receive a lump sum payment to cover all these expenses up-front, based upon the number of nights away from your home city, or;

A lump-sum-based system, where you would receive a set lump sum for the entire period.

In either case, this amount would be designed to allow you to eat and pay for incidental costs without going out-of-pocket.

A determination about whether one of these two systems, or the existing reimbursement-based system being continued, is imminently expected. You will receive full details of the operation of the system chosen as soon as it is made available.

VISAS

Be advised that ICANN and its travel partners do not handle visa applications or problems with visa applications. We, or our partners, do provide letters of

invitation in order to help you acquire a visa but that is the extent of our involvement with visas.

You are encouraged to start the application process early if visas are required for nationals of your country. Where ICANN International meetings are arranged, specific email addresses and contact information to acquire a letter of invitation are made available on the host website and the information can always be found from the meeting URL at <http://www.icann.org/meetings>.

CHANGES TO ITINERARIES, MISSED FLIGHTS

Be advised that once flights or hotels are booked for you, any changes and/or fees relating to such changes are your responsibility unless you get written confirmation of ICANN's willingness to assume such costs in advance of their being incurred.

The same rules apply to missed flights or other missed transportation. Be advised that 'no showing' – not notifying an airline or other transportation provider *in advance* of the scheduled departure of your intent to delay your journey – generally voids the entire travel ticket.

We understand that emergencies do occur – and we will work with you in the unfortunate event that you suffer as a result of one – but we need you to do your part by letting us know as soon as you know that there's a problem, and giving us the details so we can evaluate the situation properly and quickly.

TRAVELLING WITH NON-ICANN MEETING ATTENDEES

You may wish to bring a friend, spouse, or partner with you to a meeting. This is of course up to you and they are free to stay with you in the accommodation ICANN provides for you, however, you will be responsible for any expenses they incur, including any increase in the cost of the room as a result of it being occupied by more than one person, or due to your asking for an upgrade to your accommodation. Any and all other travel arrangements associated with their trip must be purchased separately and are not reimbursable.

PURCHASING YOUR OWN TRAVEL ITINERARIES, CLASS OF TRAVEL

In order to maximise the number of attendees to meetings funded by ICANN, flights to and from meetings are by economy or the equivalent class of fare – unless you are notified specifically to the contrary.

Any variation from this must be requested and approval received in advance of ticket purchase, or you will be responsible for the entire cost of your ticket – not just the difference in the fare between an economy fare and the fare you have chosen.

Further - where ICANN or its travel partners provide booking services for any element of your trip, you may not use an independent third-party to make these arrangements separately without prior authorisation in writing. Please understand that variations for individuals in the process of planning travel invariably result in increased workloads for staff and travel partners, and that we are trying to make the entire process as easy and straightforward for everyone as we can. You can help make this happen by following the normal procedures and asking for special treatment only to the extent you actually *need* such treatment.

WHERE TO GET ANY FORMS YOU MIGHT NEED

If any forms are required in relation to a trip, you will be informed of which forms you need and you can always find them on your regional homepage in the Forms section of the site. You will likely receive them by email from ICANN staff too.

QUESTIONS, CONCERNS, PROBLEMS

If you have any question about travel and expense policy, please send them to the Travel-staff@atlarge-lists.icann.org email address and we'll be happy to help.