



# **Staff Travel & Expense Policy**

## **September 2015**

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## POLICY

### General:

- ICANN staff members are to be professional, and act responsibly, with transparency and with the commitment to minimize costs. Staff members are expected to use good business judgment and common sense when incurring business expenses and to ensure that any charges for which reimbursement is sought are actual, reasonable business expenses.

### Corporate Credit Cards:

- The Corporate Credit Card is intended for charges that relate to business expenses and should be the credit card used for all charges of this nature. The Corporate Credit Card must not be used for personal expenses except in emergency situations. Non-compliance with this policy may result in suspension of your Corporate Credit Card.

### Timeliness:

- To ensure a timely accounting and reimbursement of expenses, expense reports must be submitted to your manager for approval by the 27<sup>th</sup> of the month. Delays in reporting expenses can trigger cancelation of business credit cards, and disciplinary action.

### Approving Expenses:

- A manager's role in approving expenses is to certify that the expense and the amount(s) involved are consistent with this policy and are appropriately subject to reimbursement. The manager is responsible for ensuring the expense is supported by the proper documentation. Absent extraordinary circumstances, managers must approve expense reports no later than five business days from the date of submission.

### Documentation:

- Receipts are required for all expenses over US\$20.. For items where the receipt has been lost please use the Lost Receipt form found under Finance at <https://wiki.icann.org/display/welcometofrms/Welcome+to+Forms>. All expense reports are subject to audit.

## QUICK REFERENCE

Please see later sections of this document for more complete details of the policy.

The following approvals are required before booking of any travel:

- The traveler’s direct manager must approve each trip. If the direct manager is not the Budget Owner, then Budget Owner approval is also required.
- All flights costing over US\$6,000 requires relevant Global Leader approval in addition to the Budget Owner approval.
- These approvals should be documented by email and retained by the traveler for audit purposes.



### Air Travel

|               | ICANN Public Meetings  | All Other Air Travel   |
|---------------|--|--|
| Flight Ticket | <ul style="list-style-type: none"> <li>• Non-refundable</li> </ul> | <ul style="list-style-type: none"> <li>• Based on the flight times below</li> </ul>  |
| Flight Class  | <ul style="list-style-type: none"> <li>• <b>ECONOMY</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>BUSINESS CLASS:</b> Flight time including layovers - greater than eight hours.</li> <li>• <b>PREMIUM ECONOMY:</b> Flight time including layovers - between five and eight hours (see <a href="#">Level of Air Travel</a>).</li> <li>• <b>ECONOMY:</b> Flights less than five hours.</li> </ul> |

- Staff are expected to book flights using the lowest logical fare. The lowest logical airfare is defined as the lowest airfare at the time of booking taking these variables into account: schedule, airport location, number and duration of layovers and ease of routing.
- Staff members are expected to take the lowest logical fare even if it is with an airline that is not part of the staff member’s frequent flyer program or other personal preference.
- When practicable, flights should be booked using ICANN’s travel management company. Flights generally should not to be booked using personal or company credit cards.
- Budget Owners may request staff members to fly in a lower class even if the flight time (including layovers) is greater than eight hours.



**Ground Travel**

|                           | <b>ICANN Public Meetings</b>   | <b>All Other Travel</b>  |
|---------------------------|--|--|
| Train                     | <ul style="list-style-type: none"> <li><b>ECONOMY</b></li> </ul>   | <ul style="list-style-type: none"> <li><b>BUSINESS</b> (over four hours in travel time) or <b>ECONOMY</b> Class (less than four hours in travel time)</li> </ul> |
| Taxi, Limo, Shuttles, Bus | <ul style="list-style-type: none"> <li>Reasonable expenses will be reimbursed subject to proper documentation.</li> <li>Sharing rides with other staff members is encouraged.</li> <li>ICANN has a preferred car service, which should be used when possible.</li> </ul> |  |
| Rental Car                | <ul style="list-style-type: none"> <li>Only if other modes of transportation are more costly.</li> <li>Economy full-size or smaller</li> <li>US: Do not accept insurance**</li> <li>Non-US: Accept insurance**</li> </ul>  |  |

\*\* See Annex 1 for more information on rental car insurance.



**Lodging**

|         | <b>ICANN Public Meetings</b>  | <b>All Other Travel</b>   |
|---------|---|---|
| Booking | <ul style="list-style-type: none"> <li>Meetings Team</li> </ul>                   | <ul style="list-style-type: none"> <li>ICANN's travel management company</li> <li>Staff members are expected to stay at preferred hotels. See staff wiki for list.</li> </ul> |
| Stars   | <ul style="list-style-type: none"> <li>Selected meeting hotel location</li> </ul> | <ul style="list-style-type: none"> <li><b>3 or 4 Stars</b></li> </ul>   |

- ICANN will only pay for approved dates of travel to ICANN Public Meetings. Stays outside of approved dates of travel are the financial responsibility of the staff member.
- ICANN staff members are expected to stay at ICANN's preferred hotels even if the hotel is not the staff member's first choice due to hotel loyalty program or other personal preference. Information on ICANN's preferred hotels is available at <https://wiki.icann.org/display/TRAV/Hotel> or through ICANN's travel provider.



**Meals**

**ICANN Public Meetings and Non-ICANN Meetings**

- Based on what is required and desirable for ICANN's business.
- For guidance on acceptable rates please refer to: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.

- Staff members dining together: the most senior staff member in title is expected to pay for the meal for all staff members. However, please note that the charge for the meal will go against the budget of whoever pays for the meal. If attendees are from various departments and budget allocation is needed, then most senior staff member of each department should pay separately for each department.
- Purchase of alcohol is appropriate in accordance with customary business practices.

## ICANN STAFF INTERACTIONS WITH COMMUNITY

### ICANN Public Meetings and Non-ICANN Meetings

- ICANN staff members may:
  - Attend sponsored events open to everyone in the community (music night, etc.).
- ICANN staff members may **NOT**
  - Accept drinks, gifts or meals from stakeholders. This does not mean that social interactions are forbidden; if you are at a meal/bar/social event with stakeholders, make clear at the beginning of the event that you will be paying your own way.
  - Purchase drinks, meals or gifts for stakeholders, except under specific pre-determined guidelines or approval of the relevant Global Leader, which should be documented by email, which is retained for audit purposes.
  - Attend sponsored events that restrict attendance by invitation from a host without specific permission from your manager and the relevant Global Leader. If the value of the sponsored event is clearly over US\$100, it is recommended that you evaluate with your manager whether you should offer to reimburse the host or withdraw from attendance.

## Purpose & Guiding Principles of Staff Travel & Expense Policy

**Purpose:** The purpose of the *Staff Travel & Expense Policy* is:

- To help ensure accountability to the public for the revenue ICANN receives.
- To provide guidance to ICANN staff members on the type and level of travel expenditures that are appropriate.
- To assist travel professionals and other vendors who serve ICANN by clearly identifying the appropriate levels of travel for ICANN staff members.
- To ensure that choices in travel in terms of convenience, quality, and comfort are fair and justified for all ICANN staff members.
- To ensure that travel costs are controlled effectively and reported to management efficiently.

**Principles:** The guiding principles of the *Staff Travel & Expense Policy* are:

- ICANN staff members are to be professional, and act responsibly, with transparency and with the commitment to minimize costs.
- ICANN staff members travel at a level commensurate with the business objective of the activity. Although it is best to travel as economically as possible with the best rates and the most cost-effective travel solutions in mind, ICANN staff members and especially those who travel frequently are expected to travel safely, comfortably and conveniently.
- ICANN staff members are expected to make travel and other expense decisions that are within policy and reasonable. The thrust of reasonableness is one of general accountability yet flexibility. The test in the mind of each staff member should be: “Is this a reasonable way to expend the funds entrusted to ICANN to achieve ICANN’s objectives?” or “Would you want to see this expense described on the front page of the Wall Street Journal?” Each manager must provide the oversight and guidance on what is reasonable as well.

### Responsibilities:

ICANN staff members are expected to use the travel professionals hired or contracted by ICANN when making travel reservations of any kind when feasible. These travel professionals are trained to ensure compliance with the *Staff Travel & Expense Policy* for ICANN and can ensure that ICANN follows best purchasing practices by identifying cost savings opportunities.

Adherence to the *Staff Travel & Expense Policy*, combined with ICANN’s travel management system is designed to deliver significant benefits to the organization:

- To ensure that ICANN staff members’ accountability is clear.
- To ease the administrative burden on both staff members who travel for business as well as on staff members who assist and support them.

- To optimize ICANN's purchasing power by taking advantage of focused travel decisions (i.e., preferred airlines, hotels); group purchasing, and other best practices.
- To help ensure that travel expenses are captured accurately and efficiently into the accounting records of ICANN and thus ensure accountability.

ICANN managers are expected to provide oversight and guidance to ICANN staff regarding all travel and business expense decisions. Managers are required to approve all expenses.

**Exceptions:** The *ICANN Staff Travel & Expense Policy* provides general guidance on how to spend funds. ICANN staff members are expected to use good judgment on travel decisions. If safety, convenience, and/or comfort are an issue, exceptions can be made to the policy. If an exception is necessary, then advance approval of the Budget Owner and/or consultation with the Travel Support Manager is required and should be documented. The President and Chief Executive Officer (CEO) at his or her discretion, may also approve exceptions to the *Staff Travel & Expense Policy*.

Staff members requesting exceptions from the *Staff Travel & Expense Policy* for medical reasons should provide a request from a medical professional which details the description of the condition requiring the accommodation, the restriction or accommodation required, and whether this request is for a finite period of time or is a continuing indefinite condition. The request should be sent to Senior Travel Manager, who will maintain the privacy of the requestor and comply with local regulations and laws regarding medical conditions. The staff member requesting the exception will receive an email confirmation of receipt and compliance with the request. Travel staff will then be notified of the accommodation to be made and the duration of the exception.



## Who Is Eligible to Travel on ICANN Business?

All ICANN staff members are eligible to travel on business for ICANN if their manager and the Budget Owner determine there is a business need. The *ICANN Staff Travel & Expense Policy* applies to all staff members traveling on business for ICANN. Before booking travel staff members should consider whether remote participation is possible for participating in the particular event. Please note that approvals are required as described below.

ICANN contractors should follow all ICANN staff travel policies, unless they are superseded by a contractual agreement. Exceptions to the *Staff Travel & Expense Policy* must be approved by a Global Leader before a contract is signed.

**PLEASE NOTE:** To help ensure that travel costs incurred by ICANN are necessary, staff members are to obtain pre-authorization from their manager for any trips. If their manager is not the Budget Owner, then Budget Owner approval is also needed. For flights costing more than US\$6000, approval of the relevant Global Leader is required. Approvals may be documented by email and maintained by the traveler for auditing purposes.

The *Staff Travel & Expense Policy* does not apply to ICANN community supported travelers. Guidelines that apply to these supported travelers can be found at <https://community.icann.org/display/trvlconstit/Constituency+Travel+Home>

### Family Members & Vacations

Family members and companions may travel with ICANN staff members. However, ICANN will not reimburse costs incurred by the family member or companions. ICANN staff members may combine personal or vacation travels with ICANN travel as long as no additional costs are incurred by ICANN, work responsibilities are not impaired, and normal vacation approval requirements are followed. Please note that the Global Mobility policy covers family visits for staff members on long-term or indefinite assignments.

## Air Travel and Other Transportation

### Air Travel

Air travel is the largest single expense in ICANN's travel budget. Thus it is important that travel decisions be made prudently with as much advance notice as possible to ensure lowest cost booking.

- **Level of Air Travel – Other than to an ICANN Public Meeting** - Business Class travel will be permitted on all flights over eight hours in length. For flights that are greater than five hours but less than eight hours, staff members may purchase either a Premium Economy fare or an upgradeable Economy fare so that an upgrade can be obtained using. The upgradeable fare must be less than US\$500 higher than the lowest available Economy fare. If the airline does not have Premium Economy seating, the default is Economy not Business Class. Flights must be booked using the lowest logical fare.
- **Level of Air Travel – to an ICANN Public Meeting** – Air travel for ICANN staff to an ICANN Public Meeting, no matter how long the flight, must be non-refundable economy (coach) class, unless an exception has been granted. This includes trips to the ICANN Public Meeting that may include additional activities beyond the ICANN meeting (either before or after the meeting dates, such as attending another business meeting, conference, or taking personal time). Flights must be booked using the lowest logical fare.
- **Restrictions on Key Staff Members Traveling on Same Plane** – To minimize risk to the organization, no more than two Global Leaders may travel on the same flight. Additionally, key employees working in the same department or having similar job responsibilities should try to avoid traveling on the same flight.
- **Cost of Ticket** - Any single ticket costing more than US\$6,000 requires relevant Global Leader approval before purchase.
- **Window of Time** - If cost savings exceed US\$300, staff members are expected to take flights that leave as early as two hours before or as late as two hours after a desired departure time.
- **Preferred Airline** – Personal preferences and frequent flyer programs may not dictate choice of airline. Staff members are expected to take the lowest logical fare even if it is with an airline that is not part of the staff member's preferred frequent flyer programs or for other personal preferences.
- **Frequent Flyer Programs** - ICANN has concerns with staff members participating in frequent flyer programs that do not benefit ICANN but benefit a staff member personally. However, flight decisions cannot be influenced by the staff member's participation in a frequent flyer program, unless such a choice satisfies the other guidelines set out in this policy.
- **Airline Club Memberships** - ICANN does not reimburse for the cost to enroll in airline club memberships. Frequent flyer program costs and/or administration are also not reimbursable by ICANN.
- **Charter Aircraft** - ICANN does not allow use of charter or private aircraft for business.
- **Itinerary Changes and Cancellations** - Any changes to itinerary including cancellations must be reported to the Travel Support Manager. Travel vouchers or cash compensation offered by an airline for delays or rescheduling of flights must be

used by ICANN staff members for future business travel. Any unused ticket is the property of ICANN and must be returned to ICANN for reimbursement to ICANN from the airline. After the itinerary has been ticketed, a staff member is responsible for the costs of changes to the ticket, except for cases of medical exceptions or business necessity.

- **Airport Parking** - When leaving a personal vehicle at an airport before departing on an ICANN trip, one of the lowest cost parking alternatives (that is, long-term parking) should be selected unless personal convenience is a significant issue for the particular trip.
- **Inflight Internet** - Expenses relating to inflight Internet are reimbursable when connectivity has been used for business purposes.
- **Luggage Fees** - ICANN will pay for reasonable luggage fees that are incurred for travel on ICANN business.
- **Delayed/Lost Luggage** - Staff members should work with the appropriate airline to receive any compensation for lost luggage or delayed luggage. Any compensation received from an airline will be deducted from the maximum reimbursement paid by ICANN for delays or loss. Should the luggage delay last more than eight hours staff members may purchase necessary incidentals, in a reimbursable amount up to US\$300 for the entire duration of the trip based on proof of delay. If the staff member's luggage or personal item is lost or stolen while traveling on ICANN business, ICANN will reimburse the staff member up to US\$300 for their loss. Additional losses may be covered by the staff member's personal insurance.
- **Miscellaneous/Ancillary Airline Fees** – Airlines are adding new ancillary fees to their services. These will be evaluated on an individual basis as requested. However, preferred seating and early boarding fees will not be reimbursed.

## Rail Transportation

When trains, subways, or other forms of fixed rail provide a lower cost and/or more convenient alternative to air travel or motor driven vehicles, ICANN will reimburse ticket costs. Travel time over four hours may be booked in business class.

## Taxis, Limousines, Shuttles and Bus Transportation

ICANN will reimburse for reasonable expenses related to hired motor vehicles, including reasonable tips. ICANN has a preferred car service company which staff members should use when possible/available. ICANN staff members are encouraged to share rides to save transportation costs when traveling with other ICANN staff.

## Personal Vehicle

ICANN will reimburse staff members for business use of a personal vehicle when traveling for business purposes, outside of the daily commute. ICANN reimburses staff members for use of a personal vehicle by multiplying the distance driven by a rate (e.g., US\$/mile or Euro/kilometer) to obtain the estimated costs of the use of the vehicle. The rate to be used is provided by ICANN's Finance Department staff periodically and is based on published sources (e.g., local tax regulation). The rate determined as such covers all costs associated with using a vehicle, including gas and insurance. ICANN does not reimburse insurance premiums on personal vehicles.

## Rental Car

ICANN staff members are encouraged to use rental cars only when other modes of transportation are more costly or less convenient. The size of the vehicle is expected to be economy full size or smaller for up to three travelers. Please see attachment for information on insurance on rental cars. ICANN staff members are allowed to participate in rental car loyalty programs that do not benefit ICANN but benefit a staff member personally. However, rental car decisions should not be influenced by the staff member's participation in a rental car loyalty programs, unless such a choice satisfies the other guidelines set out in this policy.

## Traffic and Parking Tickets

ICANN does not reimburse for tickets for moving violations, parking fines and other traffic violations incurred by ICANN staff members, even while performing ICANN business.

## Other Travel Related Expenses

ICANN will reimburse staff members for expenses relating to obtaining a passport, renewing a passport, obtaining extra passport pages, obtaining a visa and the pictures need for these documents if the staff member travels internationally for business related purposes. If immunizations are required for travel, staff members will be reimbursed for these expenses. In the United States, ICANN has an account with Passport Health. Please see the staff wiki at <https://wiki.icann.org/display/TRAV/International+Travel> for details on Passport Health. Staff members based outside of the United States should contact a local clinic specializing in travel immunizations and seek reimbursement for the cost of the immunizations.

ICANN will reimburse staff members for exit taxes as applicable, if the staff member travels internationally for business purposes. Many times these taxes are payable in cash only. Copies of the page of your passport showing the exit stamp will serve as a receipt.

## Lodging

Hotel costs are another high expense category for ICANN. Travelers using hotel accommodations are encouraged to comply with the following guidelines:

- ICANN staff members are expected to stay in hotels classified as three or four stars. Five-star hotels are considered to be those associated with the most ultimate luxury. Stays at five-star hotels are excluded unless they are a preferred hotel or the venue hotel for a meeting that is being attended by staff members.
- ICANN staff members are to stay at preferred hotels whenever possible. Rates for these hotels have been negotiated for ICANN staff. In addition to the host hotel(s) at ICANN meetings, preferred hotels are available close to ICANN's business offices and elsewhere. A list of preferred hotels can be found on the ICANN staff wiki.
- Most hotels do not bill ICANN directly. Travelers are required to review bills carefully before authorizing final payment. ICANN will not pay for hotel upgrades.
- Business center usage, and Internet connectivity are standard reimbursable charges for ICANN travelers
- Reasonable room service and mini-bar expenses may be reimbursed in cases of business necessity.
- ICANN does not reimburse charges for personal items such as movies or spa

treatments.

- For ICANN Public Meetings, approved staff members are required to register for the meeting to obtain their hotel confirmation. Staff members are responsible for the cost of lodging for dates before or after their approved dates of travel at an ICANN Public Meeting.

**Hotel Loyalty Program** - ICANN staff members may participate in hotel loyalty programs that do not benefit ICANN but benefit a staff member personally. However, hotel decisions cannot be influenced by the staff member's participation in a hotel loyalty program, unless such a choice satisfies the other guidelines set out in this policy.

## Meals

Meals are a major expense for ICANN's travelers. Discretion and judgment is critical in deciding on an eating establishment as well as what food and drink to select at the restaurant. ICANN staff members are encouraged to refer to the general guidelines and discussion of reasonableness above. The following are more specific guidelines for meals.

**Level of Meals** - Meal costs for ICANN staff members should be based on what is required and desirable for ICANN's business. At certain times, a meal may consist of a quick sandwich or even vending machine fare. A special dinner to celebrate a successful accomplishment, a staff morale-building event, a special business meeting with a customer, supplier, or colleague held during a meal are all examples of when a more appropriate venue may be acceptable or may support ICANN's objectives, and thus can be reimbursed. Routinely dining at expensive venues is not acceptable for ICANN staff members.

To provide guidance on the level of meals allowed, ICANN staff members should consult publicly available guidelines such as the one provided below for maximum allowable meal costs for the specific city of travel. By selecting the country, then the city of travel, a figure is then provided for local meals.

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Many organizations use these guidelines as strict limits on the amount of meal spending per day. ICANN uses them to provide a general spending guideline for meals, and also as an upper limit on any single celebratory type of meal a staff member might have.

- **Personal portion of a meal** - Sometimes ICANN staff members may choose a meal that is more expensive than is reasonable. The staff member may choose to be reimbursed only for the portion of the meal that would be considered reasonable.
- **Staff members dining together** - If ICANN staff members dine together, then the most senior staff in title is expected to pay for the meal for all staff members. However, please note that the charge for the meal will go against the budget of whoever pays for the meal. If attendees are from various departments, and budget allocation is needed, then most senior staff member of each department should pay separately for each department.
- **Alcohol** - Alcohol can be purchased with a meal if appropriate. The amounts of alcohol consumed are expected to be in accordance with customary business practices.
- **Documentation** - Receipts for all meals should be annotated with the purpose of the

meal as well as the names, titles, and company affiliation of all who participated in the meal.

The purpose of the meal may include:

- Meals for ICANN staff members while traveling on ICANN business.
- Meals with customers, constituents, stakeholders, and other individuals during which ICANN business is discussed. Receipts for these types of meals should also indicate the type of business discussed, and the participants, at the meal.
- Meals with fellow ICANN staff members may be reimbursed in appropriate situations with the approval of the Budget Owner. Occasional staff appreciation or other celebration lunches are appropriate and can be reimbursed with a manager's approval. Meals designed to enhance staff morale, build teamwork and increase staff communication can be reimbursable with a manager's approval. Meals provided in the office to encourage staff to remain and participate in training or other ICANN business meetings are also reimbursable.

## Staff Interactions with the Community

Social interaction with the community is a key facet of many positions at ICANN. With certain new safeguards, many (if not most) of the interactions we have today can continue.

- No acceptance of drinks, gifts or meals from stakeholders. This does not mean that social interactions are forbidden; if you are at a meal/bar/social event with stakeholders, make clear at the outset that you will be paying your own way.
- No purchasing of drinks, meals or gifts for stakeholders, except under specific pre-determined guidelines or President and CEO approval.
- **Note:** There may be situations where you find that dividing payment cannot happen.
  - Within expense guidelines, in those situations it is preferable for the ICANN staff member to pick up the check.
  - If you find that something has been paid on your behalf, evaluate with your manager whether you should reimburse the host or request an invoice for your portion of the meal/drinks. We have often reimbursed after the fact. If the value of the meal/event attendance is clearly over US\$100, reimbursement is recommended.
- At ICANN meetings, attendance at sponsored events open to everyone in the community is fine (music night, etc.). Attendance at sponsored events that are restricted by host invite is prohibited without specific permission from your manager and the relevant Global Leader. If the value of the sponsored event is clearly over US\$100, it is recommended that you evaluate with your manager whether you should offer to reimburse the host or withdraw from attendance.

### Business Trips

- Invitations to attend/speak at seminars/conferences must be reviewed with your manager or Global Leader. Unless special circumstances are identified, staff members should not

accept payment from any organization for airfare/lodging/meals. Travel expenditures should be at ICANN's expense.

- For site visits with customers, notify your customers in advance regarding the need to fund your own meals, entertainment, accommodations, etc. These rules are not intended to restrict ICANN staff members' ability to communicate with the community and stakeholders regarding ongoing work. If they do seem to result in inhibiting work, please speak with your manager. As part of the ongoing dialogue within the community regarding concerns over conflicts of interest, we encourage ICANN staff members to be transparent and open with community members that the purpose behind these policies is to be fair to all stakeholders and to meet community expectations that ICANN is addressing these concerns. Any questions about conflicts and interactions with the community, should be addressed to ICANN's General Counsel.

## Per Diems for Travel Between ICANN Offices

Staff members may choose to receive a per diem rather than expensing meals and incidentals on longer trips to ICANN hub and engagement offices. The duration of the stay should be more than seven days. Per diems are used to reimburse the sums that staff members spend on three meals per day and other minor expenses (local transportation and communications, snacks and drinks, tips). They do not cover lodging or international travel costs or transportation to/from airports. Receipts are not needed for per diem requests. A sample spreadsheet to track per Diem expenses is attached at the end of the policy.

Staff members should use the published per diem rates posted by their home country. Staff members should be aware if their home country of taxation has limits on per diems for tax purposes. If so, they should use the locally published rates. Staff members are responsible for tax consequences of the reimbursed per diem if it exceeds their local tax guidelines. For the US based staff and staff based in countries where per diem rates are not published, please consult the published rates at [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp). Staff members must indicate the source of the per diem amount when submitting the request for reimbursement.

Staff members should deduct any covered expenses that have been provided to them from the daily rate of the per diem. For instance, 15% of a daily per diem should be subtracted from the daily rate when breakfasts are provided as part of a hotel stay. Other examples include working lunches or dinners provided during the trip or airline meals.

The per diems are made up as follows:

15% of the allowance covers the costs of breakfast

25% covers the costs of lunch

50% covers the costs of evening meals

10% meant to reimburse various other minor costs that are made during such business trips of short duration

For staff members traveling to an ICANN office for more than a week, per diems are reimbursed for six days during the week (five business days plus one weekend day).

Per diems are not applicable during ICANN Public meetings that are held in cities where ICANN maintains any office.



## Incidentals

### **Additional Travel expenses that ICANN may reimburse:**

- Business phone calls. Hotel phones are usually more costly; thus, consider whether to use your ICANN cell phone rather than the hotel phone. The IT department issues guidelines regarding cell phone costs and use at ICANN Public Meetings. These guidelines will be sent to all staff members attending the ICANN Public Meeting. Wherever possible use a secure wireless connection for data rather than the local roaming provider. For more information, please contact the IT department
- Cash advances if required for ICANN business purposes and approved by the staff member's manager
- Currency conversion costs supported by documentation
- Gasoline for rental cars
- Laundry and dry cleaning when traveling on long trips (e.g., seven days or more)
- Parking fees
- Personal phone calls on a limited basis (e.g., a check-in call once a day to a family member or significant other)
- Safe rental in hotels
- Appropriate gifts for business purposes with the approval of the staff member's manager. If staff member's manager is not the Budget Owner, then approval from Budget Owner is required.

### **Additional Travel expenses that ICANN does not reimburse:**

- Airline membership fees
- Airline phone usage
- Alcohol purchases during airline flights
- Annual dues for personal credit cards
- Barber, hair stylist
- Car washes
- Charitable donations
- Clothes
- Computer equipment (unless previously approved by the IT staff)
- Club membership dues or fees
- Dependent care
- Entertainment
- Expenses related to vacation or personal days while on a business trip
- Expenses related to family members or companions
- Expenses related to increased costs of a trip due to attaching a personal vacation to a business trip
- Hotel cancellation fees if caused by the staff member and not for business purposes
- Hotel health or fitness club fees
- Kennel fees

- Life insurance
- Lost tickets
- Maintenance costs for a personal vehicle
- Massages
- Membership fees for rewards programs
- Movies (including in rental movies in hotel)
- Personal items such as toiletries, magazines and books
- Purchase of pieces of luggage
- Salon or spa services
- Shoe shine or shoe repair
- Snow removal
- Souvenirs or personal gifts
- Trip cancellation insurance

CONFIDENTIAL

ICANN Travel Coverage

**Purpose:** This document is an overall travel advisory resource for ICANN staff members when traveling for ICANN Related Business, including the ICANN Meetings. The document includes helpful information, such as: process for insuring rental cars and acquiring insurance cards, contact information for travel-related medical or security issues, as well as other general travel advisory information.

| Type of Coverage:  | Nature of the Event:  | Applies to:   | Description:   | Company   | Contact Options  |
|--|---|---|--|---|--|
| Medical, Dental, Security, Emergency and Travel Assistance | ICANN Business Travel                                       | All ICANN Staff and dependents when traveling on ICANN Related Business | Any emergency while on travel requires staff to contact ISOS, which advises staff as to who to go to. Actual insurance coverage is under Ace USA. ISOS is a liaison to get you the right hospital or doctor. ISOS <u>does not</u> rebook travel in the event of a travel emergency (canceled flight, weather, family emergency). Please contact BCD. | International SOS (ISOS)<br>Membership #: #11BYCS000020 | Philadelphia: +1-215-942-8226<br>Singapore: +65-6338-7800<br>Sydney: +61-2-9372-2468<br>London: +44-20-8762-8008<br>* Call the closest office at the time of incident  |
|  | Alternative assistance to ISOS                              |   | Alternatively, ICANN can call Zurich Travel Assist in the event where International SOS is unavailable. The coverage is essentially the same, however; International SOS is the primary contact in the event of emergency. Identify yourself as insured of Zurich North America.   | Zurich Travel Assistance:<br>Policy #: ZE 5819135-00    | In the U.S. and Canada: 800-263-0261<br>Outside of U.S. and Canada: 416-977-0277<br>Fax: 416-977-1555  |
|  |   |   | Contact Meeting Venue Staff for immediate Medic needs - Medic can assist on non-life threatening issues.   | * Alternative:  | If Geoff Bickers or Meetings Venue staff is unavailable contact International SOS immediately when traveling on ICANN Business and they will identify nearby hospital or doctor. There are doctors on staff at the assistance centers that are able to offer immediate advice as well. |
|  |   |   |  |   |  |
| Travel Issues (Lost Passport, or Lost Luggage)             | ICANN Related Business Travel (not an ICANN hosted meeting) | All ICANN Staff   | For lost luggage, please contact the airline first to confirm what they can do to acquire your lost luggage or if they will compensate your lost luggage. If not, contact Joseph de Jesus et. Al. All other issues, please contact constituency-travel@icann.org   |   | For lost or stolen passport or lost luggage: Geoff.Bickers@icann.org<br>Inform Travel-Support@icann.org or Joseph DeJesus at constituency-travel@icann.org   |
|  |   |   | If support is unavailable or no response. Contact Zurich and inform them that you're insured via Zurich North America.   | *Alternative  | In U.S. and Canada: 800-263-0261<br>Zurich Travel Assistance:<br><br>Outside of U.S. and Canada: 416-977-0277<br>Fax: 416-977-1555<br>"  |

| Type of Coverage:                         | Nature of the Event:  | Applies to:                 | Description:   | Company  | Contact Options  |
|---|---|-----------------------------|--|--|--|
| For lost or stolen wallet or credit cards | ICANN Related Business Travel   | All ICANN Staff             | Document the incident (write down facts)   |  | Contact Meetings Team immediately; and then contact Geoff Bickers - Geoff.bickers@icann.org  |
| Legal Issues                              | Legal-related issues while traveling for ICANN Related Business                           | All ICANN Staff             | Contact a member of the ICANN legal team immediately   |  | Amy Stathos: amy.stathos@icann.org<br>John Jeffrey: john.jeffrey@icann.org<br>Geoff Bickers: Geoff.bickers@icann.org (security related issues)   |
|   |   |                             | if you need someone on the ground immediately and cannot reach a member of the ICANN legal team, please contact International SOS or in the alternative Zurich Travel Assist.  | International SOS (ISOS): #11BYCS000020" or<br>Zurich Travel Assistance: Policy #: ZE 5819135-00 | SOS- Philadelphia: +1-215-942-8226<br>Singapore: +65-6338-7800<br>Sydney: +61-2-9372-2468<br>London: +44-20-8762-8008<br>* Call the closest office at the time of incident<br><br>Zurich- In U.S. and Canada: 800-263-0261<br>Outside U.S. and Canada: 416-977-0277<br>Fax: 416-977-1555 |
|   |   |                             |  |  |  |
| Accidental Death or Dismemberment         |   | ICANN U.S. Based Staff Only | Applies to U.S. staff members only who are traveling within the U.S. or abroad that are covered by short-term/long-term Life and AD&D coverage. If you are uncertain if this applies to you, please contact HR Operations. | Sun Life Insurance   | <a href="mailto:Elizabeth.hoover@icann.org">Elizabeth.hoover@icann.org</a>   |
| Accidental Death or Dismemberment         | All Staff (and Contractors compensated by ICANN) when traveling on ICANN-related Business |                             | For injury (loss of hearing or other physical injury) or loss of life during business travel), please contact Liz Hoover.  |  | <a href="mailto:Elizabeth.Hoover@icann.org">Elizabeth.Hoover@icann.org</a>   |
| Accidental Death or Dismemberment         |   | Brussels Staff Only         | Applies to Belgium staff members only that are covered by short-term/long-term Life and AD&D coverage. If you are uncertain if this applies to you, please contact HR Operations.  |  | <a href="mailto:Severine.Louis@icann.org">Severine.Louis@icann.org</a>   |
| Accidental Death or Dismemberment         |   | Singapore Staff Only        | Same Applies   |  | <a href="mailto:joanna.choo@icann.org">joanna.choo@icann.org</a>   |
| Accidental Death or Dismemberment         |   | Geneva Staff Only           | Same Applies   |  | <a href="mailto:Severine.Louis@icann.org">Severine.Louis@icann.org</a>   |
| Accidental Death or Dismemberment         |   | Istanbul Staff Only         | Same Applies   |  | <a href="mailto:asli.afaldemirel@icann.org">asli.afaldemirel@icann.org</a>   |

| Type of Coverage: | Nature of the Event:       | Applies to:  | Description:   | Company  | Contact Options  |
|-------------------|----------------------------|--|--|--|--|
| Auto Coverage     | In the event of car rental | Domestic Car rental (Applies to U.S. based staff members and international based staff members renting cars inside the U.S. and Canada for ICANN Related Business)           | <p>1. ICANN holds auto insurance for those renting a vehicle on business, so please decline coverage. The auto insurance cards, are different for each state.</p> <p>2. If an accident occurs</p> <p>a. Stay at the scene in a safe place to gather information</p> <p>b. Contact the police, or dial 911, or the applicable emergency call number in the local jurisdiction, if needed</p> <p>c. If there is another car or other cars involved, exchange information with other driver(s)</p> <p>i. Provide the other driver(s) with your ICANN auto insurance card</p> <p>d. Document the accident</p> <p>i. Photographs of damage, accident scene, accident scene (road conditions, debris, vehicle positions) location identifiers (intersection, exit number, address)</p> <p>ii. Document names, phone numbers, addresses of all occupants, location, insurance company name of other driver(s), policy number(s) and phone number for other insurance companies.</p> | (OneBeacon America)- Property, General Liability and Auto) | <a href="mailto:elizabeth.hoover@icann.org">elizabeth.hoover@icann.org</a> |
| Auto Coverage     |                            | International Car Rental (Applies to U.S. based staff members and international based staff members renting a car outside of the U.S. and Canada for ICANN related Business) | same procedure as above  |  | <a href="mailto:elizabeth.hoover@icann.org">elizabeth.hoover@icann.org</a> |

# Per Diem Form

## Directions:

Enter Name and Trip Location in the fields below

Enter trip dates in column (A)

In columns (B) - (E), enter a "1" for each meal and/or incidentals per day.

**Note: Per diem is only available for six (6) days out of a seven (7) day week.**

Employee Name: SUSANNA BENNETT

Trip Location: Singapore

## Per Diem Calculator:

|        | (A)     | (B)       | (C)   | (D)    | (E)         |          |  |
|--------|---------|-----------|-------|--------|-------------|----------|--|
|        | Date    | Breakfast | Lunch | Dinner | Incidentals | Total \$ |  |
| W      | 1/28/15 | 1         | 1     | 1      | 1           | 139      |  |
| TH     | 1/29/15 | 1         | 1     | 1      | 1           | 139      |  |
| F      | 1/30/15 | 1         |       | 1      | 1           | 109      | APAC Team Lunch                                      |
| S      | 1/31/15 | 1         | 1     | 1      | 1           | 139      |  |
| Su     | 2/1/15  |           |       |        |             |          | N/A  |
| M      | 2/2/15  | 1         |       |        | 1           | 59       | Lunch: Linda / Jo - APAC team 1:1 feedback & actions |
| T      | 2/3/15  | 1         |       | 1      | 1           | 109      | Dinner: Linda - FY16 budget ++                       |
| W      | 2/4/15  | 1         | 1     | 1      | 1           | 139      | Lunch: Steve Crocker / Kuek                          |
| Totals |         | 7         | 4     | 6      | 7           | 833.00   |  |
| Check  |         | 140       | 120   | 300    | 273         | 833.00   |  |

## Per Diem Rates \*:

|             | Breakfast | Lunch    | Dinner   | Incidentals | Total \$  |
|-------------|-----------|----------|----------|-------------|-----------|
| Singapore   | \$ 20.00  | \$ 30.00 | \$ 50.00 | \$ 39.00    | \$ 139.00 |
| Istanbul    | \$ 20.00  | \$ 28.00 | \$ 46.00 | \$ 37.00    | \$ 131.00 |
| Los Angeles | \$ 10.00  | \$ 15.00 | \$ 25.00 | \$ 20.00    | \$ 70.00  |

\* Lodging & transportation costs not included.

[aoprals.state.gov/web920/per\\_diem\\_action.asp?PrintView=1&MenuHide=1&CountryCode=1141&PostCode=&PublicationDate=20150201](http://aoprals.state.gov/web920/per_diem_action.asp?PrintView=1&MenuHide=1&CountryCode=1141&PostCode=&PublicationDate=20150201)



## Foreign Per Diem Rates In U.S. Dollars

Country: SINGAPORE  
Publication Date: 02/01/2015

| Country Name | Post Name | Season Begin | Season End | Maximum Lodging Rate | M & IE Rate | Maximum Per Diem Rate | Footnote | Effective Date |
|--------------|-----------|--------------|------------|----------------------|-------------|-----------------------|----------|----------------|
| SINGAPORE    | Singapore | 01/01        | 12/31      | 297                  | 139         | 436                   | N/A      | 12/01/2014     |