

ICANN



EN

AL/2007/SD/4.Rev2

ORIGINAL: English

DATE: 9th July 2007

STATUS: FINAL

Internet Corporation for Assigned Names and Numbers

2007 Staff Proposals Document Series

AT-LARGE COMMUNITY

AT-LARGE TRAVEL POLICY

Introductory Note by the ICANN Staff

This document contains the policy for travel support of At-Large community members attending meetings where they request travel support from ICANN. This supersedes any other travel policy in relation to the community or its members, whatever the source.

This revision of the travel policy was current as at the 30th ICANN International Meeting, held in Los Angeles.

[End of Introduction]

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 stacy.hoffberg@icann.org

stacy.hoffberg@icann.org is available 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) Country of issue
- 3) The departure city
- 4) The departure date
- 5) The return date
- 6) The city you are returning to, if different than your departure city
- 7) 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, including hotels in transit, if required
- 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.

PER-DIEMs

At-Large is switching from a reimbursement-based system (where you pay up-front for some expenses and reclaim them after you get home) to a per-diem based system, meaning that a set amount for each night of the trip will be provided to you to cover all expenses you incur except those being paid directly by ICANN (see above).

You will be informed in the initial invitation the amount of the per-diem for each day of the trip. This amount will be set based upon the cost of living in the city the meeting is taking place in and therefore will vary from meeting to meeting.

You will be advised whether the per-diem will be sent to your bank in advance of the trip, or whether you can pickup the per-diem upon arrival, or if some other convenient method of receiving it is available. We will try to make it as easy for you to receive, with as little administrative overhead for you and for us, as we can.

HOW WILL I KNOW HOW MANY DAYS OF PER DIEM I WILL RECEIVE?

You will receive the per-diem for each full night you are away from home. For example, if the per-diem amount set for the meeting in this example was US\$80, and you leave on the 13th to attend the meeting, arrive at the meeting location on the 15th (meaning you travelled a long way on flights, or overnighted somewhere along the way), and left for home on the 20th, and arrived on the 21st, you would receive the per-diem for 8 nights.

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 stacy.hoffberg@icann.org address.

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 stacy.hoffberg@icann.org email address and we'll be happy to help.