

# Travel Guidelines

Judith Hellerstein

At Large

# Changes to the Travel Guidelines

- There are several changes that were made to the travel guidelines since they were last revised.
- While many of our comments were accepted, two of them were not
- Reimbursements for visas were kept at 200 USD.
  - We commented that in some cases, the \$200 limit is not reasonable. Visa costs can be quite expensive, and courier fees along, which are often mandatory, can easily exceed this amount. ICANN claims it wants to be inclusive and encourage diversity. Travel Guidelines have to be realistic about the costs incurred in parts of the world and not limit them to costs that are reasonable in Western developed countries.
- Wire transfer fees
  - ICANN increased the per diems that it sends non-US customers by \$25 USD to cover transfer fees and exchange rate differences, **however, we had asked ICANN to cover actual costs if they exceed the \$25 rate.**
  - **But we were refused. Instead ICANN came out with this policy**

# New additions

- **Bank Accounts**
  - Supported travelers must provide all requested information to enable bank transfers to their personal bank accounts.
  - ICANN org cannot wire transfer the funds to anyone else other than the supported traveler.
  - If supported travelers cannot receive a wire transfer (for example, certain countries have restrictions on receiving wire transfers from other countries), they can make alternative arrangements with ICANN Travel Support
- **Internet**
  - Supported travelers are expected to have Internet data accessibility to communicate with ICANN. Internet fees are not eligible for reimbursement.
- **Submitting False Travel Expenses**
  - ICANN org shall indefinitely and permanently revoke travel support for supported travelers submitting false or fraudulent travel expense documents for reimbursement

# New additions

- Supported Traveler Hotel Room Sharing
  - If two or more supported travelers intend to share a hotel room, the supported traveler(s) not staying in the funded hotel room will automatically forfeit the hotel room.
  - The supported traveler(s) community group(s) may then reallocate the hotel room to another supported traveler.
  - ICANN org is not responsible for paying double occupancy or any other applicable fee as a result of hotel room sharing.
  - **This is a ridiculous rule as in an attempt to save money one group agrees to give up its hotel room and all it asks if for ICANN to pay the small fee for double occupancy**
- Deadlines
  - At Large and other groups must submit their list of supported travelers to ICANN Travel Support no later than 120 days before the start of an ICANN Public Meeting or other approved ICANN event.
  - This ensures that ICANN org has sufficient resources to support the event and plan the travel logistics for supported travelers.
  - This also provides supported travelers time to apply and receive any necessary visas.

# New additions

- Cancellations
  - If a supported traveler misses two consecutive days of an event once it has started, ICANN Travel Support will cancel its support for the supported traveler.
  - Any costs already incurred resulting from the absence cannot be recovered. They are considered a loss and are charged against the relevant budget.
  - ICANN Travel Support will not re-accommodate supported travelers who cancel or miss their flight due to their own mistake.
- Forced Early Arrival
  - If a supported traveler arrives between midnight and 08:00 (local time) during the supported traveler's approved arrival date and the supported traveler's flight itinerary shows there is no other alternative to arriving at that time due to airline routing and schedule (regardless of the supported traveler's personal preferences or frequent flyer program), ICANN will book a room for the night before.

# New additions

- Travel
  - Economy (nonrefundable);
  - Approved date of arrival/departure;
  - Nonstop/direct flight routes between the major commercial airport near the supported traveler's main domicile and the major commercial airport near the event or meeting location; and Lowest fare available at time of booking.
  - **Should not be just Major Commercial airport, but airport near the travelers home. We had one traveler whom they refused to fly to the major airport and made them take a bus for 8 hours to reach the airport that is wrong**
- Self-Arranged Travel
  - Supported travelers may be authorized to arrange their own air travel only if the designated Travel Management Company cannot book their required itinerary. Before arranging their own travel, supported travelers must receive prior written approval from ICANN Travel Support.
  - **Took out all references to maximum allowable fare for both arranged and self arranged travel**

# New additions

- **Forced Overnight Delays**
  - Should a flight delay require a forced overnight stay, a supported traveler should first attempt to secure complimentary lodging and any other allowances directly from the airline.
  - If unsuccessful, the supported traveler should contact ICANN Travel Support to confirm the next course of action.
- **Voluntary Compensation**
  - Airlines occasionally offer compensation (i.e. free tickets and/or cash allowances) on a voluntary basis to compensate travelers for taking a later flight.
  - Supported travelers may not accept these offers.
- **Submitting False Travel Expenses**
  - ICANN org shall indefinitely and permanently revoke travel support for supported travelers submitting false or fraudulent travel expense documents for reimbursement