



FY13 Community Travel Support Guidelines

Summary Points

- ICANN provides travel support for selected community members in order to: advance the work of ICANN, to provide support for those who might not be able to afford to attend ICANN meetings otherwise, and to broaden participation in ICANN's processes.
- The purpose of this document is to clarify the guidelines for community travel support.
- The implementation of these Travel Guidelines will take effect as of the 45th ICANN Meeting to be held in October 2012 in Toronto, Canada.

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1. Background Summary

As ICANN has grown, the community has called upon ICANN to consider community travel support in various forms. In recent years, ICANN has solicited community feedback on its travel support guidelines which has resulted in support for more than 100 community members for each ICANN meeting using standardized processes based upon fair and consistent treatment.

The development of ICANN's travel guidelines has occurred over the last few years incorporating the community feedback through public comment, open meetings at ICANN International Public Meetings, formal AC/SO feedback (e.g. ALAC EXCOM) and individual feedback received from various ICANN community members.

As ICANN continues to mature, travel support must be well considered, documented, and implemented in a transparent way. ICANN relies, in part, on the face to face interaction of community members, both to get the policy development and other work done and to broaden participation of those not yet fully engaged with ICANN. Although tools and methods to increase remote participation are critical, and an extensive amount of ICANN work is done over the Internet and through conference calls outside of ICANN meetings, travel to meetings continues to be an important part of the ICANN process. The Travel Support Guidelines are to be used to clarify travel support for community members to the ICANN Public meetings during the fiscal year from 1 July 2012 to 30 June 2013 (FY13). This draft is provided for community feedback, and after the feedback is synthesized, the Travel Support Guidelines for FY13 will be finalized and posted for implementation after the Prague meeting.

2. Purpose of Community Travel Support

Three primary purposes for providing travel support for ICANN community members are:

1. Allow those who advance the development of policy and other work of ICANN the opportunity to participate in person (supplement remote participation);
2. To overcome financial hardship, especially for those in least, or lesser, developed countries, assist some community members who might not otherwise be able to afford to attend and participate; and
3. Outreach, especially to those unfamiliar with the ICANN processes but who can benefit from and may ultimately give benefit to ICANN, by attending and participating at ICANN meetings.

Participation in ICANN's multi-stakeholder model comes at a cost of time, energy, effort and often direct expense for community members. It is entirely appropriate for ICANN revenue, derived primarily from registrant fees, to offset some of the direct expense of community members, and for travel expenditures to be maximized (ensuring that people travel as economically as is feasible to benefit the maximum number of travelers).

For years, ICANN has had a practice of offsetting some costs of participation. For example, the ICANN Board and liaisons to the Board are reimbursed for ICANN travel expenses. Members of the Nominating Committee (NomCom) have also been reimbursed for travel expenses to the bi-annual NomCom

meetings. Members of the GNSO, ccNSO, and At-Large Advisory Committee members have been reimbursed for their travel to ICANN meetings. In FY12, AFRALO and LACRALO received travel support. Other members of the community are offered support through the Fellowship program. In FY10, travel support was extended to more participants of the GNSO and members of the GAC were offered travel support as well. Travel support has been offered, but not accepted by, the ASO. In FY12, members of SSAC were offered and received travel support.

Clearly, there is a balance point between purpose and budget to consider when thinking about how far to extend travel support. Providing support for any community members and/or any potential members, who might require travel support for the purposes of (1) outreach, (2) overcoming financial hardship, and/or (3) furthering ICANN's work, would require many more millions of dollars than the current budget allows. This would present an extreme burden on ICANN's financial resources. It is critical that ICANN demonstrate fiscal responsibility and strike the best balance possible. In particular, Registries and Registrars who provide most of the funding for ICANN on behalf of registrants, have expressed the strong view that travel support is carefully spent and properly justified. Furthermore, alternative and possibly more cost effective methods of completing the work of ICANN (e.g., remote participation tools) are continually being explored.

3. Travel Support for Community Members to attend ICANN Meetings

In FY12, ICANN provided travel support for community members for the three ICANN Public meetings:

1. Held in Dakar, Senegal (23rd to 28th of October 2011),
2. Held in San Jose, Costa Rica (11th to 16th of March 2012), and
3. Held in Prague, Czech Republic (24th to 29th of June 2012).

Figure 1 summarizes how the travel support is provided for the community members in FY12.

| Travel Support for Community Members in FY12 | | | | | | | | |
|--|--------------|--------------------------|----------------------|---------------|------------------------|--------------------------------|--------------------------|--------------------|
| | Dakar | Costa Rica (Estimate) | Prague (Estimate) | FY12 Total | Average per Meeting | FY12 Total Costs (Estimate) | FY12 Budget | |
| | | | | | | | Travelers per Meeting | Budget Impact |
| ALAC | 32.8 | 27.0 | 27.0 | 86.8 | 28.9 | \$ 421,446.60 | 27.0 | \$346,275 |
| ALAC / AFRALO | 16.0 | 0.0 | 0.0 | 16.0 | 16.0 | \$ 45,694.77 | 16.0 | \$80,000 |
| ALAC / LACRALO | 0.0 | 24.4 | 0.0 | 24.4 | 24.4 | \$ 56,721.79 | 0.0 | \$0 |
| ccNSO | 12.8 | 12.0 | 12.0 | 36.8 | 12.3 | \$ 166,228.02 | 12.0 | \$179,550 |
| Fellows | 19.0 | 27.4 | 34.0 | 80.4 | 26.8 | \$ 378,098.56 | 25.0 | \$382,860 |
| GAC | 6.2 | 17.0 | 20.0 | 43.2 | 14.4 | \$ 208,465.79 | 20.0 | \$279,600 |
| GNSO | 20.0 | 20.0 | 25.0 | 65.0 | 24.2 | \$ 332,290.05 | 23.0 | \$307,800 |
| SSAC | 4.0 | 5.0 | 5.0 | 14.0 | 4.7 | \$ 68,634.96 | 5.0 | \$60,000 |
| | 110.8 | 132.8 | 123.0 | 366.6 | 151.7 | \$1,677,580.54 | 123.0 | \$1,636,085 |
| Nom Com | 12.2 | 17.0 | 20.0 | 49.2 | 16.4 | \$ 241,886.11 | 22.0 | \$365,650 |
| IDN | 8.4 | 1.0 | 5.0 | 14.4 | 4.8 | \$ 62,324.61 | 14.0 | \$65,000 |
| Review Team | 12.4 | 15.6 | 10.0 | 38.0 | 12.7 | \$ 174,981.33 | 18.0 | \$140,800 |

Note: Most travelers receive Airfare, lodging and meals/per diem/stipend support. Some only receive airfare and others only receive lodging/per diem. Thus partially supported travelers appear on the schedule.

** Note: SSAC and RSSAC liaisons to the Board are funded as part of Board travel.

The following describes in more detail the travel support provided by community groups.

ASO

Travel support has traditionally been declined by the ASO/NRO members.

At-Large

The travel support allowance for At-Large reflects travel support for 17 ALAC Council members and an allowance for 10 regional At-Large representatives, two from each of the Regional At-Large Organizations (RALOs). In response to the need for RALO regional meetings, the funds allocated for regional At-Large participation at ICANN meetings may be used instead to support a RALO regional meeting, as they were in FY12, 16 AFRALO members attended the Dakar meeting and 24 LACRALO members attended the Costa Rica meeting. The support costs should be less per traveler due to the regional nature of the meetings and the shorter schedule, thus allowing support for more RALO participants (e.g. airfare costs may be for local/short haul travel, and lodging may be for one or two days as opposed to the longer ICANN meeting time frame). The travel support for At-Large includes the costs for air travel, lodging, and a per diem amount set for each city. At-Large supported members receive economy class level of airfare, except for the Chair who is eligible to receive air travel at business class.

The direct financial impact on ICANN for At-Large travel support for FY12 is estimated to be \$421,447, which exceeds the \$346,275 amount in the FY12 Budget.

Justification: At the inception of the At-Large organization in 2002, it was determined to be important to fund travel participation for the entire ALAC to support its “start-up.” At ICANN’s Paris meeting, the Board adopted a resolution that approved specific travel support funding for a one-time, At-Large Summit. This Summit was held in concert with the Mexico City ICANN meeting, with one member from each ALS offered funding to attend the meeting. Also, the Board recognized the key milestone that this Summit represents in the development of the At-Large organization, and called for future ALAC travel support to be in concert with the level of travel support provided to the other ICANN organizations.

ccNSO

Travel support for the Country Code Names Supporting Organization (ccNSO) has been set to be 12 supported travel positions. This number is based upon support for the Chair, the three NomCom appointees to the ccNSO, and half of the remaining ccNSO council members. The travel support for the ccNSO includes the cost of air travel, lodging, and a per diem amount set for each city. Decisions on how supported travelers will be selected and which specific individuals are to be supported is to be recommended by the ccNSO and communicated to ICANN staff. ccNSO supported members receive economy class level of airfare, except for the Chair who is eligible to receive air travel at business class. The direct financial impact on ICANN for ccNSO travel support for FY12 is estimated to be \$166,228, which is less than the anticipated amount in the FY12 budget of \$179,550.

Justification: As one of the three policy making Supporting Organizations of ICANN, ccNSO participants carry significant responsibility for ICANN. This level of support is intended to recognize that responsibility and help ensure that the policy making efforts of the ccNSO are accomplished as effectively as possible.

GAC

Travel support allowance was expanded in FY12 for GAC members based upon community feedback. An allowance of support for 20 members for each ICANN meeting is offered for GAC members with a focus on providing support from least developed and lesser developed countries. The travel support for the GAC includes the cost of air travel, lodging, and a per diem amount set for each city. The direct financial impact on ICANN for GAC travel support for FY12 is estimated to be \$208,465 which is less than anticipated in the FY12 estimate due to lower attendance at two meetings than budgeted, namely 6 attendees at the Dakar meeting and 17 in Costa Rica attending the first two FY12 ICANN meetings with financial support.

Justification: A number of government representatives serving on the GAC come from Least Developed Countries (as defined by the UN) where participation at ICANN Meetings would not be possible without financial support. Providing financial support assists in broadening participation that is consistent with the ICANN model.

GNSO

In FY12, travel support for the Generic Names Supporting Organization (GNSO) was expanded to include an allowance for 23 supported travel positions. This number is based upon support for 21 GNSO council members, including those appointed by the NomCom, and 2 liaisons. The travel support for the GNSO includes the cost of air travel, lodging, and a per diem amount set for each city. GNSO supported members receive air travel support set at economy levels, except for the Chair who is eligible to receive air travel at business class. The direct financial impact on ICANN for GNSO travel support for FY12 is estimated to be \$332,290, which is more than the amount anticipated in the FY12 budget of \$307,800.

Justification: As participants in one of the three policy making Supporting Organizations of ICANN, GNSO participants carry significant responsibility for ICANN and invest a large amount of time. This level of support is intended to recognize that responsibility and effort, and help ensure that the policy making efforts of the GNSO are accomplished as effectively as possible.

How supported travelers will be selected, how travel allowances are allocated amongst the stakeholder groups and/or constituency groups, and which specific individuals are to be supported are all to be recommended by the GNSO itself. The recommended list of supported travelers for each meeting is communicated to ICANN staff.

RSSAC

No direct travel support is provided to the Root Server Security Stability Advisory Committee (RSSAC) members. Travel support is provided for the RSSAC liaison to the Board.

SSAC

In FY12 travel support was provided to the Security and Stability Advisory Committee (SSAC) members for the first time. The direct financial impact for FY12 is estimated to be \$68,635, more than \$60,000 budgeted. Travel support is provided for the SSAC liaison to the Board.

4. Travel Support for non-Constituent Stakeholder Groups

Fellowship Program

ICANN has operated a Fellowship Program since the San Juan meeting in June 2007. This program has the specific goal of increasing participation from those in least developed and lesser developed countries within the ICANN regions who might not otherwise be able to attend an ICANN meeting. Fellows are supported with economy class airfare, lodging, and a stipend to attend an ICANN meeting. In addition they participate in mandatory daily briefings customized to the participants at that particular meeting, in order to become oriented to the ICANN structures and processes, as well the current topics under discussion. The Fellowship Program does not self-select supported travelers; instead, it specifically targets new participation into the ICANN processes through an online application process which identifies and supports participants who might not have attended a meeting previously or need additional exposure or opportunity. Support for any one traveler is limited generally to three ICANN meetings. The decision on who will receive a Fellowship is through an independent selection committee

made up of regional representation that scores applications. The awarding of Fellowships is also geographically weighted to increase participation from the region in which the ICANN meeting is held and abutting regions, in order to maximize the number of recipients that can be supported by the budgeted amount. Additionally, once a year ICANN provides travel support for the selection committee at the June ICANN Public meeting to collaborate with the community and fellows; their airfare, hotel and stipend are provided within the guidelines of the Fellowship Program. The direct financial impact on ICANN for Fellowship Program travel support for FY12 is \$378,099 which is less than anticipated in the FY12 estimate.

Justification: The explicit purpose of this program is to provide travel support to broaden participation. Hence the emphasis on identifying new participants, supporting and orienting them to have the best chance of continuing to independently participate in the ICANN processes.

Nominating Committee

The travel support allowance for the Nominating Committee reflects travel support for all 22 NomCom members to attend NomCom meetings. Travel support for the NomCom consists of air travel, lodging, and reimbursement of reasonable expenses (e.g. meals, transport and visa) for Committee members' participation in a full program of structured events at their meetings, including interviews of candidates for leadership positions within ICANN. The Chair, Associate Chair and Advisor to the Chair are supported for attendance at all three ICANN meetings as well. The direct budget financial impact on ICANN for NomCom travel support for FY12 is estimated to be \$241,886 which is less than the FY12 budget amount of \$365,650.

Justification: The Nominating Committee is an independent committee tasked with selecting a set of ICANN's Board of Directors and other positions within ICANN's Supporting Organizations and Advisory Committees. As such, it works independently of the policy process. Nominating Committee members are supported to allow them to participate in two meetings a year that they are required to attend.

5. FY13 Community Travel Support

Figure 2: FY13 Travel Support (# of travelers) Summary

| Proposed Travel Support for Community Members in draft FY13 Budget | |
|---|--|
| | Travelers per ICANN Meeting |
| ALAC | 27.0 |
| ccNSO | 12.0 |
| Fellow | 25.0 |
| GAC | 20.0 |
| GNSO | 20.0 |
| SSAC | 10.0 |
| | 122.0 |
| Nom Com | 22.0 |

ASO

Travel support has traditionally been declined by the ASO/NRO members.

At-Large

In FY13, travel support allowance for At-Large includes an allowance for 27 supported travel positions to each of the two ICANN Public meetings. The amount equates to 17 ALAC council members and an allowance for 10 regional At-Large representatives, two from each of the Regional At-Large Organizations (RALOs), is provided to attend the ICANN meetings. The funds allocated for regional At-Large participation at ICANN meetings may be used instead to support a RALO regional meeting. The support costs should be less per traveler due to the regional nature of the meetings and the shorter schedule, thus allowing support for more RALO participants (e.g. airfare costs may be for local/short haul travel, and lodging may be for one or two days as opposed to the longer ICANN meeting time frame).

ccNSO

In FY13, travel support for the ccNSO includes an allowance for 12 supported travel positions to each of the two ICANN Public meetings. This number equates to support for the Chair, the three NomCom appointees to the ccNSO, and half of the remaining ccNSO council members. The travel support for the ccNSO includes the cost of air travel, lodging, and a per diem amount set for each city. ccNSO supported members receive economy class level of airfare, except for the Chair who is eligible to receive air travel at business class.

Fellowship Program

Travel support for the Fellowship program continues with an average of 25 selected participants for each meeting.

GAC

In FY13, travel support allowance for the GAC includes an allowance for 20 supported travel positions to each of the two ICANN Public meetings with a focus on providing support from least developed and lesser developed countries. The travel support for the GAC includes the cost of air travel, lodging, and a per diem amount set for each city.

ICANN Board and Liaisons

Travel support continues to be provided for all ICANN Board members and liaisons to attend the two ICANN Public meetings (as well as for other Board meetings). The travel support includes the costs for air travel, ground transportation, lodging, and meals paid directly to providers, or reimbursed to those Board members who pay directly. Board members and liaisons are eligible to receive air travel at business class levels.

GNSO

In FY13, travel support includes an allowance for 20 supported travel positions to each of the two ICANN International meetings, which is equivalent to 18 GNSO council members, including those appointed by the NomCom, and 2 liaisons. The travel support for the GNSO includes the cost of air travel, lodging, and a per diem amount set for each city. GNSO supported members receive air travel support set at economy levels, except for the Chair who is eligible to receive air travel at business class.

NomCom

The travel allowance for the Nominating Committee (NomCom) is for 22 delegates to attend the twice annual NomCom meetings. The Chair, Associate Chair and Advisor to the Chair may receive support for attending all two ICANN meetings. NomCom members are offered support for all travel expenses including airfare, lodging, and reimbursement for meals, ground transportation and reasonable expenses incurred.

RSSAC

No direct travel support is provided for the Root Server Security Stability Advisory Committee (RSSAC) members other than the liaisons to the Board.

SSAC

In FY13, travel support for the Security and Stability Advisory Committee (SSAC) is proposed to be 10 members in addition to the liaisons to the Board.

To ensure a seamless continuation of work by these various groups, ICANN also supports Nominating Committee appointees who will take their seats at the close of each meeting. If a Nominating Committee appointment is already scheduled to receive support as a member of another group this slot cannot be "transferred".

6. SO/AC Special Requests for FY13

This is the second year of working with the ICANN community on additional budget requests (community requests for services not covered in the traditional ICANN budget). These requests were posted on the ICANN webpage and the process was discussed with community leaders in Costa Rica. A summary of all submitted requests, those presented for inclusion in the FY13 budget along with those not currently being considered as part of the final FY13 budget can be found in the Appendix of the [FY13 Draft Operating Plan and Budget](#), and comments on these decisions should be part of public comment along with the entire FY13 draft Budget. In the chart below are the proposed but not yet approved, special requests from several constituencies regarding additional travel support to the ICANN Public Meetings.

Figure 3: SO/AC Requested Travel Support in draft FY13 Budget (# of travelers)

| SO/AC requested travel support in draft FY13 Budget | |
|--|------------------------------------|
| | Travelers per ICANN Meeting |
| BC | 3.0 |
| IPC | 3.0 |
| ISP | 3.0 |
| NCUC | 3.0 |
| NPOC | 3.0 |
| NCSG | 3.0 |
| Exec | 3.0 |
| | 18.0 |

7. Community Travel Support Guidelines – Supporting Details

- Selection process: Each community group adopts a selection/allocation process to determine who from the particular community group should receive funding, in order to meet the policy-making needs of the group. Examples of a selection/allocation process include: a travel committee with members of each constituency (or geographic region) or an independent selection committee (e.g., the Fellowship program) that follows a publicly-posted process to select their ICANN-funded participants for each ICANN Public meeting; or the community could ask ICANN staff to execute a process based on some criteria the community group identifies. While the calculation of travel support funding is based in part on the size of each council and its liaisons, the community group is encouraged to support participants based on what will best serve their community's policy development work.
- Travel booking: Each supported traveler may elect to have ICANN's authorized travel agent purchase air/train transportation (and any associated hotel/transportation needs while in transit) on behalf of the traveler with the cost billed directly to ICANN. Alternatively, the traveler may elect to book his or her own air/train transportation (and any associated hotel/transportation needs while in transit) and be reimbursed for costs expended within guidelines established. For each meeting ICANN will publish a maximum allowance (in USD) by region utilizing the [United Nations set of 21 regions](#). Travelers may purchase transportation (and any associated needs) at costs greater than the published allowance but will only be reimbursed up to the published allowance amount. Reimbursement for travel arrangements booked by the supported traveler will be made after the conclusion of the ICANN Public meeting upon submission of an expense report supported with appropriate documentation including receipts, boarding passes, and other evidence of travel expenses taken. Hotel rooms at the ICANN meeting will be arranged and paid for directly by ICANN in accordance with the authorized arrival and departure dates for each supported traveler as published in the Travel Summary for each meeting. Authorized arrival and departure dates are based on the schedules of each of the working groups.
- Travel logistics: Booking travel to the ICANN Public Meeting is heavily dependent upon cutoff dates established by the host hotel, as well as the complexity of travel to and from the host location. For each ICANN Meeting, cutoff dates for booking travel will be announced as soon practical. Submission of supported traveler lists should be made as far in advance of cutoff dates as is practical. A Travel Summary document for the next ICANN meeting will be posted and sent out to all community groups. The Travel Summary explains:
 - How the list of authorized travelers is to be provided to ICANN staff;
 - How travel arrangements are to be made;
 - All travel support related deadlines for community groups and travelers;
 - How all requests for exceptions are to be made, and how the responses will be communicated (examples of exceptions include those related to health concerns, travel itinerary changes, convenience requests); and
 - Answers to frequently asked questions (FAQ)

See the [Travel Summary for the Prague](#) Meeting as an example.

- Exception process: Community members seeking travel support frequently ask for exceptions to the Travel Guidelines. Typical requests have included:
 - Can I arrive before my authorized arrival date and/or depart after my authorized departure date?
 - I have a medical condition that prohibits me from flying economy, may I be upgraded?
 - We wish to split travel support between several individuals, may we provide airfare to one and hotel costs to another?
 - I have a way to save ICANN costs by booking my own way, may I?
 - It is more convenient for me to use a different airline or different itinerary, may I do that?
 - If I can save money on airfare, will ICANN pay for more lodging nights?
 - May I upgrade my class of travel with my personal mileage account?
 - If we can save money on all of our travelers' costs, can we send more people?
 - Can travel allocations be carried over from one fiscal year to another?

To ensure efficient responses to such requests, ICANN has established an exceptions response process. All requests should be sent to the Constituency Travel email: constituency-travel@icann.org.

- Reports: An estimate of expenses is posted prior to each meeting and, as actual data is gathered, reports of actual costs are posted subsequent to the meeting. In addition to providing accountability on who is supported and the resources required for that support, travelers will periodically be asked to help assess the Travel Support Guidelines for further improvements. The reports will be found on the [travel support webpage](#).

8. Proposed Modifications to Travel Policy

Payment Deferment - Reimbursements of small amounts of money

- For small reimbursable amounts of money (less than \$100 USD), those amounts will be held for reimbursement, either: (a) until after the next meeting; or (b) the traveler can elect to receive this amount in cash at the current meeting, by sending an email to constituency-travel@icann.org to inform us. If the traveler due to receive a reimbursement of less than \$100 USD is not supported to attend the next meeting, he or she should submit an expense reimbursement request form with supporting receipts to constituency-travel@icann.org.

Reimbursement Time Limitation

If a supported traveler chooses to purchase their own airfare and/or have any other approved reimbursable expenses, requests for reimbursement must be submitted within sixty days after the end of the meeting. Anything received after sixty days will not be reimbursed.

Hotel Bookings

ICANN must estimate the number of hotel rooms it will be financially responsible for well in advance of each meeting. Once these rooms are committed to, ICANN supported travelers are expected to utilize these rooms as they are part of ICANN's overall financial commitment for the meeting. Travelers who choose to book their own hotel rooms, regardless of reason, will not be reimbursed for any hotel room costs.

Time Limitation to Respond to "Welcome Email" from Constituency Travel

If a supported traveler does not respond to the initial "Welcome Email" from constituency travel within 14 days, one final attempt will be made to contact them. If they do not respond within seven days, the Chair of the supported traveler's organization along with the appropriate ICANN liaison will be notified that the traveler will be dropped from funding. Groups will be able to substitute new travelers for non-responding travelers up to forty five (45) days prior to the start of the meeting.

Time Limitation to Respond to BCD travel agent submitted itinerary for approval

If a traveler does not respond to the BCD travel agent's email to confirm their itinerary within five business days after the agent provides them with an itinerary for review, one last final attempt will be made to contact them. If they do not respond within seven days, the Chair of the supported traveler's organization along with the appropriate ICANN liaison will be notified that the traveler will be dropped from funding. Groups will be able to substitute new travelers for non-responding travelers up to forty five (45) days prior to the start of the meeting.

Visa Policy

If a traveler requires a visa to enter the country where the meeting will be held, it will be the traveler's responsibility to secure all necessary visas (including transit visas, if necessary) PRIOR to departing the country. Travel Support will assist whenever possible, but it will be the traveler's responsibility to acquire the visa.

Travelers should continue to keep in contact with Travel Support to inform them of any unduly expensive, unreasonable or time-consuming conditions required in order for the traveler to obtain their visa(s). In the case of any unusual circumstances required to obtain a visa, a decision will be made on a case by case basis, in consultation with the ICANN liaison for their group, regarding whether ICANN will be able to support that particular traveler for that particular meeting or whether ICANN will provide financial support to the traveler to travel to a consulate/embassy to apply for and/or obtain the necessary visa(s) to attend the ICANN Meeting.

Wire Transfer Fee Policy (For Receiver of Funds)

ICANN does not reimburse wire transfer fees below \$50 USD. If a traveler incurs a wire transfer fee on a wire received from ICANN and the fee for one wire transfer exceeds \$50 USD, you may submit to ICANN for reimbursement.

Transit Hotel Internet Fees

When it is necessary for a traveler to make a stopover at a hotel on the way to or returning from a meeting, ICANN attempts to reserve a hotel which includes internet as part of the accommodation. However, since this is not always possible or cost-effective, any hotel internet fees or other incidental expenses incurred by the traveler are to be paid by the traveler as part of their travel per diem or stipend.

The topics above are open for comment by the Community effective June 1st at the travel support page on the ICANN website. In addition, a meeting will be conducted during the Prague meeting to discuss these proposed changes and elicit further community comment.

9. Summary

ICANN spends considerable resources on travel support for community members. Fiscal responsibility and accomplishment of the objectives of (1) Outreach, (2) Overcoming financial hardship, and (3) Advancing the policy and other work of ICANN, are of paramount consideration in determining how travel support is provided and to which community members. The ICANN travel support team is committed to ensure that travel support, as described in this Travel Support Guidelines document, is implemented fairly, economically, and with administrative ease for travelers.

There will be a public session at the 44th ICANN Meeting in Prague where an ICANN staff member will be available to discuss the Travel Guidelines as well as obtain input from community members.