

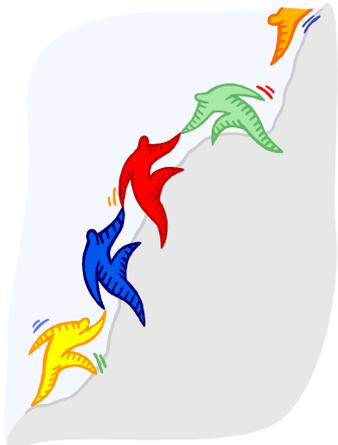
ICANN Constituent/Stakeholder Travel



Update on Travel Support

9 April 2013

Presented by Steve Antonoff, Diane Schroeder,
Joseph de Jesus and Karen Lettner

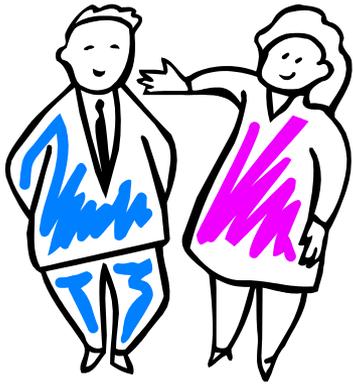


AGENDA



- + **Introductions**
- + **FY 14 Draft Guidelines**
- + **What's New**
- + **Prior Comments and Input**
- + **Upcoming Meetings**
- + **Q&A**

INTRODUCTIONS



- + **Steve Antonoff**
- + **Diane Schroeder**
- + **Joseph de Jesus**
- + **Karen Lettner**

FY 14 Draft Guidelines



- + **Posted on ICANN's website**
- + <http://www.icann.org/en/news/public-comment/travel-support-07mar13-en.htm>
- + **Public Comments through 11 June 2013**

WHAT'S NEW



- + **Payment Deferment**
- + **Reimbursement Time Limitation**
- + **Hotel Booking**
- + **Responding to Welcome Email**
- + **Visa Policy**
- + **Wire Transfer Fee**
- + **Transit Hotel Internet Fees**

PAYMENT DEFERMENT



- + For amounts less than \$100 USD
- + Deferred to next meeting, OR
- + Paid in cash at “current” meeting

REIMBURSEMENT TIME LIMIT



- + For approved traveler-incurred costs
- + Must submit within 60 days of end of meeting

HOTEL BOOKINGS



- + **ICANN commits to hotel rooms for supported travelers – ICANN pays for these rooms even if they remain empty**
- + **Self-booked rooms will not be reimbursed, regardless of reason**

RESPONDING TO WELCOME EMAIL



- + **Should respond within 14 days of Welcome Email**
- + **If no response, a final attempt to contact will be made**
- + **If no response within seven days of final attempt, Chair notified that traveler will be dropped from funding**
- + **May substitute for non-responding traveler up to 45 days prior to meeting**

VISA POLICY



- + **Traveler responsible for obtaining visa**
- + **ICANN will assist when possible**
- + **Costs to obtain visa (travel, hotel, etc.) are not reimbursed**
- + **Visa fees (including overnight shipping costs) are reimbursed**

WIRE TRANSFER FEES



- + **ICANN pre-funds wire fees for sending bank and receiving bank**
- + **For additional fees charged by the receiving bank, ICANN will not reimburse for fees below \$50 USD**
- + **For additional fees (on any one transaction) charged by the receiving bank that exceed \$50 USD, may submit for reimbursement**

TRANSIT HOTEL INTERNET FEES



- + **When transit hotel is required, ICANN attempts to book with Internet fee included**
- + **If Internet fee is not included, will not be reimbursed**
- + **Considered an incidental cost covered by the daily per diem or stipend**

PRIOR COMMENTS AND INPUT

- + **Prior comments and input included:**



- + **dealing with abuse of community support guidelines**
- + **requests for additional support**

- + **These are “non-guideline” related items to be addressed in different forums**

UPCOMING MEETINGS



- + **Durban, South Africa (July 2013)**
- + **Buenos Aires, Argentina (November 2013)**
- + **Singapore (March 2014)**
- + **London (June 2014)**

Thank You & Questions?

