



Travel Summary

TRAVEL SUMMARY: ICANN MEETING – SILICON VALLEY in SAN FRANCISCO, U.S.A. MARCH 13 – MARCH 18, 2011

Introduction

We would like to thank you for your participation in the ICANN community, supporting the development of policies and operations relating to the domain name system. We deeply appreciate your commitment of time and skills towards the advancement of ICANN's mission.

As part of your participation, you have been selected to receive financial support in accordance with ICANN's [Community Travel Support Processes](#) to attend the upcoming meeting in Silicon Valley (San Francisco, U.S.A). These guidelines have been developed based upon community feedback in order to advance the work of ICANN; to provide support for those who might not otherwise be able to afford to attend ICANN meetings; and to broaden participation in ICANN's processes. Each fiscal year, travel guidelines are developed as part of the fiscal year operating plan and budget development; Version 2 of ICANN's [Fiscal Year 2011 Travel Support Guidelines](#) have been posted online. This summary has been created to supplement the aforementioned guidelines; it has been created to answer key questions, assist supported travelers, and answer frequently asked questions (FAQs).

What dates should I be at the meeting?

The table below shows the general dates of authorized attendance which depends on the organization or group you are affiliated with; please note that they are subject to change. Since certain groups have meetings prior to or after the ICANN meeting, your dates of attendance may be different than the dates of the actual ICANN meeting or other groups coming to the meeting. The maximum length of your ICANN supported stay will be defined by these dates – you may arrive on or after the “earliest arrival date” and leave on or before the “latest departure date.” Departures are generally scheduled for Friday after the ICANN Board meeting ends – if there are no options to depart after the ICANN Board meeting ends you may be authorized for one more night's stay with you departing the following day. If you need to arrive before the date shown for your group or leave after the date shown for your group, please contact ICANN at constituency-travel@icann.org indicating the specific reason for your earlier arrival and/or later departure.

Group	Earliest Arrival Date	Latest Departure Date	Supported Days
At-Large	12-March	18-March	7
ALAC EX COM	12-March	19-March	8
ALAC/GNSO Liaison	11-March	19-March	9
ALAC ccNSO Liaison	11-March	19-March	9
ALAC Chair	12-March	19-March	8
ccNSO	12-March	18-March	7
GNSO	11-March	18-March	8
GAC	12-March	18-March	7
Fellows	12-March	19-March	8
NomCom (Chair, Assoc. Chair, Adv. to Chair)	12-March	18-March	7

What if I wish to come prior to my authorized arrival date or stay beyond my authorized departure date or both?

If ICANN is paying for your hotel for the meeting, ICANN will only pay for the nights authorized as described above. You will be responsible for finding hotel accommodations and paying directly for any room nights prior to your authorized arrival and/or after your authorized departure. If you arrive early and/or stay after the meeting, ICANN will make every effort to reserve the same room ICANN is paying for on your behalf, but we cannot guarantee that the hotel will have the same room/vacancy available for such a booking.

If ICANN is paying for your airfare, our travel agent will establish the standard cost of your travel for arriving on the authorized arrival date and departing on the authorized departure date. If you wish to arrive before your authorized arrival date and/or stay past your authorized departure date, your request will be handled through an exception process. If you are booking your own travel you will only be reimbursed up to the authorized limit regardless of arrival and/or departure days. See below for more information on booking your own travel.

How do I arrange my trip?

Travel to an ICANN meeting consists of three primary components – transportation, lodging and per diem/stipend/expenses. Depending on your needs and what has been authorized, ICANN may pay for your transportation, hotel, or per diem/stipend/expenses for eligible travelers, or all three.

Transportation may be arranged through ICANN’s designated travel agent – BCD Travel. If you indicate you wish to use ICANN’s travel agent the travel agency will contact you regarding your transportation needs and provide you with an itinerary to review and approve. Once you approve the itinerary, the travel agency will book your transportation and charge it directly to ICANN.

You may also book your own travel and be reimbursed. Here are the guidelines for booking your own travel:

- If you intend on booking your own travel you must notify ICANN, in writing and in advance of booking, at constituency-travel@icann.org.
- ICANN will ensure that you have been designated for travel support and send you a written authorization to book your own travel. If you do not receive a written authorization from ICANN in advance of booking your travel your submission for reimbursement will be denied.
- ICANN will use the United Nations list of regions to determine the maximum reimbursable amount from each region (which consists of the countries in that region). The list identifying which countries are in which region can be found in Appendix “A” to this summary or by visiting the [United Nations Statistic Division](#).

The table below shows the maximum reimbursable airfare from each region. Reimbursable airfares are based on non-refundable economy class tickets – however, a traveler may purchase any type of fare and any class service, but will only be reimbursed up to the maximum reimbursable fare for his/her region.

Region	Maximum Reimbursement
Africa-Eastern Africa	\$2150 USD
Africa-Middle Africa	\$2300 USD
Africa-Northern Africa	\$1300 USD
Africa-Southern Africa	\$1850 USD
Africa-Western Africa	\$1750 USD
Americas-Caribbean	\$800 USD
Americas-Central America	\$1500 USD
Americas-Northern America	\$750 USD
Americas- Southern America	\$1750 USD
Asia-Central Asia	\$2000 USD
Asia-Eastern Asia	\$1050 USD
Asia-Southern Asia	\$1600 USD
Asia-South-Eastern Asia	\$1250 USD
Asia-Western Asia	\$1250 USD
Europe-Eastern Europe	\$1000 USD
Europe-Northern Europe	\$750 USD
Europe-Southern Europe	\$850 USD
Europe-Western Europe	\$800 USD
Oceania-Australia and New Zealand	\$1350 USD
Oceania-Melanesia	\$1400 USD
Oceania-Micronesia	\$1500 USD
Oceania-Polynesia	\$2000 USD

ICANN will not reimburse for hotels during stopovers to or from the meeting unless the stopover(s) meet the following criteria:

- The stopover was necessary as part of the only available itinerary to/from the meeting on the authorized dates of travel; and
- The stopover exceeds 10 hours for flights scheduled to arrive in the stopover city between 8:00 am to 8:00 pm local time or the stopover exceeds six hours for flights scheduled to arrive in the stopover city between 8:00 pm and 8:00 am local time; and
- The cost of the hotel does not exceed \$150.00 USD per night.

If eligible for a per diem, the per diem will only be calculated for the authorized dates of attendance at the ICANN Meeting plus any travel days based on available itineraries for the authorized arrival/departure days.

ICANN will not pay for nor reimburse for hotel stays or other expenses other than those expressly described in this Summary for the authorized dates of attendance at the ICANN Meeting or stopovers as described above. Travelers who choose to arrive prior to the authorized arrival date or leave after the authorized departure date will be responsible for any hotel room, meals, transportation costs, or other expenses not otherwise authorized in this Summary.

Reimbursement for traveler arranged air/train transport will be made after the conclusion of the ICANN Meeting upon submission of appropriate documentation substantiating the purchase of the ticket (and any approved stopover hotel costs).

Hotel rooms for use during the ICANN meeting are arranged directly by the ICANN Meetings Department. The Travel Support Team will inform the Meetings Department of your itinerary and they will book your room from a block of rooms reserved at the hotel(s) for this purpose. ICANN pays for room and tax only – all incidentals (mini bar, pay television, phone calls, laundry, room service, etc.) charged to the room are the responsibility of the traveler. If you are not booking transportation through BCD you will need to notify ICANN at constituency-travel@icann.org of your arrival and departure dates (you may need to send a copy of your itinerary) so the Meetings Department can properly book a room for you. ICANN must submit a preliminary rooming list by 21 January 2011 and confirm its hotel room list with the Westin no later than 1 February 2011. To ensure ICANN is able to book a room for you in your name you should have a valid itinerary that has been forwarded to constituency-travel@icann.org no later than 25 January 2011.

If you are booking transportation through BCD but do NOT need a hotel room please notify ICANN at constituency-travel@icann.org so we can inform the Meetings Department to not book a room for you.

If you are eligible, you will receive a daily “per diem” for the following:

- Each day you are at the ICANN meeting starting no earlier than your authorized arrival date and ending no later than your authorized departure date (unless you are part of the Fellows group in which case you will receive a flat stipend at the conclusion of the ICANN meeting); PLUS
- One day of per diem each way if your continuous journey in each direction is greater than 8 hours (including layovers/connections), and two days of per diem each way if your continuous journey each way is greater than 24 hours (including layovers/connections).

EXAMPLE

You are permitted to arrive on Sunday March 13, 2011 and depart on Friday March 18, 2011. It takes 15 hours to travel from your home to San Francisco and 14 hours to return.

You decide to stop somewhere else on your way to San Francisco and the airfare to do so is less than the most direct route (the established standard cost mentioned above) and you receive approval for this itinerary. You leave your home Wednesday March 9, 2011 and arrive in San Francisco on Saturday March 12, 2011 after making your requested stopover. You depart Friday March 18, 2011 and arrive home Sunday March 20, 2011.

In this example ICANN will pay you the following:

Hotel room from Sunday March 13, 2011 through Friday March 18, 2011 (five nights), your airfare, and seven days of per diem – the five authorized days you are in San Francisco plus the one travel day to get to San Francisco and the one travel day on your way home. You will need to pay for your hotel room the night of Saturday March 12, 2011.

What if a hotel stay is required on my way to the meeting or on the way home due to the length of the trip and/or the itinerary?

In this instance, ICANN will reimburse you for actual hotel room and tax costs only against presentation of an expense report for the same. The form can be acquired from constituency-travel@icann.org and the completed form and scanned receipts should be returned to the same address. In certain circumstances ICANN will book and pre-pay for the hotel room.

Where am I staying?

ICANN has blocked rooms at the San Francisco Westin St. Francis which will also be the location of the ICANN Meeting.

If you do not intend to stay in a hotel funded by ICANN you should inform ICANN at constituency-travel@icann.org as soon as possible so the room may be released to someone else. Certain ICANN supported travelers receive only airfare support – if you are only receiving airfare support ICANN will not reserve a room in your name. You will be responsible for making your own lodging arrangements. However, should you wish to stay at one of the contracted hotels, please email constituency-travel@icann.org and we will try to book a room for you if possible.

I want to stay at a different hotel. Will ICANN reimburse me what would have been paid on my behalf at the official hotel so I can pay for my preferred hotel?

In most cases no. Our Meetings Department negotiates with the contracted hotel(s) by committing to a certain number of room nights. If constituents do not stay at the contracted hotel and we do not achieve the number of committed room nights, we then have to pay for these vacant rooms (even though they were not used). If you feel that your particular situation is an extenuating circumstance, you may request an exception by sending an e-mail to ICANN at constituency-travel@icann.org. ICANN will not reimburse travelers who submit expense reports unless the arrangement has been PRE-APPROVED by the Chief Financial Officer (CFO) of ICANN.

I want to book my own travel – can I?

Yes – supported travelers may book their own travel by following the process as outlined above under “How do I arrange my trip?”

I found a lower airfare myself – can I book it myself?

Yes – supported travelers may book their own travel by following the process as outlined above under “How do I arrange my trip?”

I am bringing a guest with me such as a spouse – I’d like to book both of us together – can I book it myself?

Yes – supported travelers may book their own travel by following the process as outlined above under “How do I arrange my trip?” Booking for your guest is your responsibility.

If you choose to utilize ICANN’s travel agent to book your travel, ICANN will directly pay for the cost of your ticket. If you wish to have the travel agent book a guest for you as well, you will need to arrange to

pay the travel agent directly – you cannot have ICANN pay for a guest’s ticket and then reimburse ICANN.

If ICANN is paying for my transportation, what class of service do I travel?

Most travelers will be booked in Economy (coach) class with the purchase of a non-refundable ticket. Certain travelers are pre-authorized to travel in Business Class. If you are not pre-approved for Business Class travel and believe you have specific need for Business Class, you may request an exception by contacting ICANN at constituency-travel@icann.org stating the specific reason you are requesting an exception (e.g. medical reasons) attaching documentation supporting your request. If you are booking your own travel you may book any class of travel you wish but will only be reimbursed up to the maximum allowed for your region as published in the chart above.

Can I upgrade my class of service?

ICANN will typically pay for a non-refundable Economy class ticket. If the airline will allow you to upgrade your ticket (for example, using your own frequent flyer miles) you may do so. Please note that you may not request a higher economy class fare in order to upgrade with frequent flyer miles, the economy fare purchased must be the lowest fare available unless you are arranging your own air fare and will submit for reimbursement only up to the maximum allowable fare for your region as outlined above.

Will I receive money for meals and other incidentals?

Representatives from At-Large, ccNSO, GNSO, and GAC are paid a per diem for their attendance at the ICANN meeting. Fellows are paid a stipend at the conclusion of the ICANN meeting. NomCom members submit actual expenses at the conclusion of the ICANN meeting.

Per Diems

Per Diems are intended to cover incidental expenses incurred to attend the ICANN meeting, including meals, ground transportation (such as taxis to and from the airport, hotel, and venue), parking, etc. The cost for obtaining a visa, if necessary, will be reimbursed separately. Please see the section on visas below.

Per diems are based on US dollars. For the Silicon Valley Meeting in San Francisco the per diem amount is \$65.00 USD per day. If you incur reasonable expenses that are significantly more than the per diem rate, you may request to be reimbursed for actual costs incurred by filling out a reimbursement request form and attaching your receipt. The form can be acquired from constituency-travel@icann.org and the completed form and scanned receipts should be returned to the same address.

If possible, your per diem will be wire transferred to a bank account you designate at least one week prior to the start of the ICANN meeting. Since your per diem is based on arrival/departure dates plus any travel dates, your travel plans must be completed and bank wire details **MUST** be provided to ICANN by 20-February, 2011 in order for your per diem to be paid to you in a timely manner. Wire transfers for individuals who submit completed paperwork after 20-February, 2011 will receive the wire transfer as soon as possible, but possibly **AFTER** the ICANN meeting.

If you are not able to receive a wire transfer (for example, certain countries have restrictions on receiving wire transfers from other countries), alternative arrangements will be made to pay you your per diem. If you are unable to receive a wire transfer please notify ICANN at constituency-travel@icann.org and they will coordinate an alternative payment method with ICANN's Finance Department. You will receive separate communications as to the method and timing of the payment.

Stipends

If you are a Fellow, you will receive a stipend at the conclusion of the ICANN meeting once you have met the designated requirements. Stipends are typically wire transferred unless you are unable to receive a wire transfer in which case alternative arrangements will be made. The stipend for the Silicon Valley Meeting will be \$500.00 USD for the entire meeting period.

Expense Reimbursement

NomCom members approved for travel support to this meeting may submit actual expenses for meals, ground transportation, visa costs, etc. at the conclusion of the ICANN meeting. Reimbursement can be wired directly or a check sent upon approval of the submitted expense report with receipts. Travelers who booked their own air transportation should submit documentation (usually an invoice from the airline or travel agent) showing the itinerary and how much was paid. Reimbursement can be wired directly or a check sent upon approval of the submitted expense report with receipt. All expense reimbursements will be made after the conclusion of the ICANN Meeting.

I need to change my plans – what do I do?

If you have booked through ICANN's travel agent and you need to change your transportation plans you should contact BCD Travel; their contact information can be found at the bottom of your itinerary. Please note that you are responsible for ALL change and/or cancellation fees once your original ticket has been purchased. The Travel Support Team will ensure the Meetings Department is notified of any changes that would affect your hotel room booking; simply forward a copy of your modified itinerary to constituency-travel@icann.org.

If you are not using ICANN paid transportation and need to change your hotel arrival and/or departure dates, please notify ICANN at constituency-travel@icann.org.

Do I need a visa to travel to San Francisco, and if so, how do I obtain it?

It is our understanding that most travelers will require a visa to enter the United States. Travelers from 35 specific countries may enter without a visa as those countries participate in a "visa waiver program" (VWP) with the United States. A list of those countries can be found at on the [US State Department's website](#). Travelers with passports from one of the VWP countries will not need a visa but will need to complete an Electronic System for Travel Authorization (ESTA) and pay the appropriate fees. Travelers from all other countries will need to apply for a B-1 visa unless they already have the right to enter the United States. Information regarding B-1 visas can be found on the [US State Department's Website](#).

Do I need to register for the ICANN Meeting?

YES! You should [register for the meeting](#). Please note that booking your travel does not register you for the meeting.

Being registered allows us to prepare pre-printed entrance badges and save you time waiting in line. It will also help the scribes with note taking and allow us to notify you if there are significant visa requirements for your country.

I need an invite letter to apply for a visa, how do I obtain one?

Invite letters can be obtained by filling out [this form](#).

Deadlines

- **Travel Request Form**: This should be returned by 15-January, 2011.
- **Banking Information Form**: This should be returned by 15-January, 2011.
- **Transportation**: All transportation should be booked no later than 12-February, 2011.

Appendix A: UN Regions

Region	Sub-Region	Countries within Sub-Region
Africa	<i>Eastern Africa</i>	Burundi, Comoros, Djibouti, Eretria, Ethiopia, Kenya, Madagascar, Malawi, Mauritius, Mayotte, Mozambique, Reunion, Rwanda, Seychelles, Somalia, Uganda, United Republic of Tanzania, Zambia, Zimbabwe
	<i>Middle Africa</i>	Angola, Cameroon, Central African Republic, Chad, Congo, Democratic Republic of the Congo, Equatorial Guinea, Gabon, Sao Tome and Principe
	<i>Northern Africa</i>	Algeria, Egypt, Libyan Arab Jamahiriya, Morocco, Sudan, Tunisia, Western Sahara
	<i>Southern Africa</i>	Botswana, Lesotho, Namibia, South Africa, Swaziland
	<i>Western Africa</i>	Benin, Burkina Faso, Cape Verde, Cote d'Ivoire, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Saint Helena, Senegal, Sierra Leone, Togo
America	<i>Caribbean</i>	Anguilla, Antigua and Barbuda, Aruba, Bahamas, Barbados, British Virgin Islands, Cayman Islands, Cuba, Dominica, Dominican Republic, Grenada, Guadeloupe, Haiti, Jamaica, Martinique, Montserrat, Netherland Antilles, Puerto Rico, Saint-Bethelmy, Saint Kitts and Nevis, Saint Lucia, Saint Martin (French part), Saint Vincent and the Grenadines, Trinidad and Tobago, Turks and Caicos Islands, United States Virgin Islands
	<i>Central America</i>	Belize, Costa Rica, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama
	<i>Northern America</i>	Bermuda, Canada, Greenland, Saint Pierre and Miquelon, United States of America
	<i>South America</i>	Argentina, Bolivia (Plurinational State of), Brazil, Chile, Colombia, Ecuador, Falkland Islands (Malvinas), French Guiana, Guyana, Paraguay, Peru, Suriname, Uruguay, Venezuela (Bolivarian Republic of)
Asia	<i>Central Asia</i>	Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan
	<i>Eastern Asia</i>	China, China-Hong Kong SAR, China-Macao SAR, Democratic People's Republic of Korea, Japan, Mongolia, Republic of Korea
	<i>Southern Asia</i>	Afghanistan, Bangladesh, Bhutan, India, Iran (Islamic Republic of), Maldives, Nepal, Pakistan, Sri Lanka
	<i>South-Eastern Asia</i>	Brunei Darussalam, Cambodia, Indonesia, Lao People's Democratic Republic, Malaysia, Myanmar, Philippines, Singapore, Thailand, Timor-Leste, Viet Nam
	<i>Western Asia</i>	Armenia, Azerbaijan, Bahrain, Cyprus, Georgia, Iraq, Israel, Jordan, Kuwait, Lebanon, Occupied Palestinian Territory, Oman, Qatar, Saudi Arabia, Syrian Arab Republic, Turkey, United Arab Emirates, Yemen
Europe	<i>Eastern Europe</i>	Belarus, Bulgaria, Czech Republic, Hungary, Poland, Republic of Moldova, Romania, Russian Federation, Slovakia, Ukraine

<i>Northern Europe</i>	Aland Islands, Channel Islands, Denmark, Estonia, Faeroe Island, Finland, Guernsey, Iceland, Ireland, Isle of man, Jersey, Latvia, Lithuania, Norway, Svalbard and Jan Mayen islands, Sweden, United Kingdom of Great Britain and Northern Ireland
<i>Southern Europe</i>	Albania, Andorra, Bosnia and Herzegovina, Croatia, Gibraltar, Greece, Holy See, Italy, Malta, Montenegro, Portugal, San Marino, Serbia, Slovenia, Spain, The former Yugoslav Republic of Macedonia
<i>Western Europe</i>	Austria, Belgium, France, Germany, Liechtenstein, Luxembourg, Monaco, Netherlands, Switzerland
Oceania <i>Australia and New Zealand</i>	Australia, New Zealand, Norfolk Island
<i>Melanesia</i>	Fiji, New Caledonia, Papua New Guinea, Solomon Islands, Vanuatu
<i>Micronesia</i>	Guam, Kiribati, Marshall Islands, Micronesia (Federated State of), Nauru, Northern Mariana Islands, Palau
<i>Polynesia</i>	American Samoa, Cook Islands, French Polynesia, Niue, Pitcairn, Samoa, Tokelau, Tonga, Tuvalu, Wallis and Futuna Islands