

# RrSG response to the Revised Community Travel Support Guidelines

<https://www.icann.org/en/system/files/files/community-travel-support-guidelines-redline-13feb20-en.pdf>

The RrSG is pleased to comment on the Revised Community Travel Support Guidelines.

The RrSG supports all the proposed changes, notably the following:

- Highlighting the need for groups to have a documented open and transparent selection process
- Clarifying that funding would offset, but not necessarily eliminate travel expenses
- The consequences for submitting false travel expenses
- The need to have internet connectivity to communicate with ICANN
- That ICANN is not responsible for paying for double occupancy
- The policy for reimbursement of self arranged travel based on a calculated maximum amount
- The requirement to return per diem funds if in person attendance is cancelled

With regard to reimbursement of ICANN-approved self-arranged travel, the proposed Guidelines provide:

“If previously approved by ICANN Travel Support, ICANN org reimburses self-arranged air transportation after the end of the ICANN Public Meeting or other approved ICANN event. Supported travelers must submit receipts to provide proof of purchase for the ticket. ICANN Travel Support handles the rest of the expense reporting process. Reimbursements may take up to 15 business days after approval of the expense report.”

The RrSG believes a clearer timeline for reimbursement is needed to avoid lengthy delays (where some travellers had to wait for more than 100 days after submission of receipts in the past). To this end, we suggest the current language at page 17 of the Guidelines be changed:

From: “...Reimbursements may take up to 15 business days after approval of the expense report.”

to “...Reimbursements may take up to 15 business days after submission of receipts.”