



## FELLOWSHIP TRAVEL AND EXPENSE POLICY

The following is ICNL's Travel and Expense Policy, applicable to all recipients of Global Forum Fellowships. If you have any questions, please contact [globalforum2015@icnl.org](mailto:globalforum2015@icnl.org).

### 1. **Travel to/from the conference**

#### A. Air Travel

ICNL's dedicated Travel Agent will help arrange air travel to the Global Forum 2015. Please contact Donna Booth at Key Travel by February 13 to make your travel booking:

Company: [Key Travel](#)

Travel Consultant: Donna Booth

Email: [DBooth@keytravel.com](mailto:DBooth@keytravel.com)

Phone: +1-646-289-6819

In case you prefer to make your own travel arrangements and seek reimbursement from ICNL after the conference, please send your proposed flight itinerary to [globalforum2015@icnl.org](mailto:globalforum2015@icnl.org) with the subject line "Travel Itinerary" by February 13. The itinerary must include all flight information, including:

- flight dates and times;
- flight numbers;
- name of airline carrier; and
- total cost including taxes for the proposed itinerary.

ICNL will promptly notify you of approval of your travel itinerary.

Fellowship recipients must fly economy class. Funding provided by ICNL will not exceed the lesser of: the actual ticket price, the approved itinerary price proposed, or the air travel amount specified in the fellowship application. ICNL has budgeted according to air transportation costs provided in the fellowship application and cannot pay for amounts exceeding the estimate you provided in your application. Should your actual airfare be less than your estimate, ICNL will limit funding to the actual cost of the ticket

Once a flight is purchased, any changes or cancellations to the itinerary must be done directly between the Fellow and the travel agent, and you will be responsible for any additional costs. Unless approved in advance in writing, ICNL cannot reimburse the cost of a hotel stay or meals while in transit or during a layover.

If the participant does not attend the conference, ICNL will not reimburse any air travel expenses.

## B. Local Ground Transportation

For fellowship recipients whose travel is approved by ICNL for reimbursement we will reimburse no more than the cost of the Arlanda Express to and from the airport. For further information on ground transportation, please refer to the [Travel and Accommodations](#) section of the Global Forum website.

## 2. **Conference Accommodations**

ICNL will book your accommodations directly with a conference hotel for a maximum of three nights, specifically: Sunday, May 10; Monday, May 11; and Tuesday, May 12. Participants wishing to arrive earlier or stay additional nights must make their own hotel arrangements and pay their own costs. Please see [Travel and Accommodation](#) for further information.

All participants must pay for any incidental charges, including but not limited to room services, movies, minibar, tips, phone charges, etc. ICNL will not reimburse these charges.

## 3. **Visas**

Please note that it is the participant's responsibility to investigate and comply with the visa requirements for his or her country. Please consult the website of the Ministry of Foreign Affairs of Sweden (<http://www.swedenabroad.com>) to determine whether or not you need a visa. If a visa is required ICNL will assist in providing invitation letters and will reimburse the visa fee if it was included in the application. The visa application process takes some time and therefore, we request that any participant requiring a visa invitation letter notify [globalforum2015@icnl.org](mailto:globalforum2015@icnl.org) as soon as possible and no later than February 16, 2015.

## 4. **Submitting a Claim/Payment**

All Fellows must comply with fellowship requirements regarding their fellowship.

Fellows will receive an [Expense Claim Form](#) prior to the conference. Forms will also be available at the conference. Fellowship recipients should complete the form by June 1, 2015 and return it to ICNL with an invoice attaching their airline ticket receipt, boarding passes, Arlanda Express receipt, and a copy of the visa with accompanying receipt, if possible, approval e-mail from ICNL, and receipts for any other expenses claimed on the invoice. Fellowship recipients must also complete a [Bank Information Form](#). These documents should be e-mailed to [globalforum2015@icnl.org](mailto:globalforum2015@icnl.org) with the subject line "Expenses."

We need to submit final accounts to all funders according to specific deadlines. We need your help in meeting these deadlines and request that you submit your claim by June 1, 2015. Reimbursement requests submitted after June 1, 2015 will not be considered. ICNL anticipates that it will be able to reimburse fellowship recipients within 30 days after receiving properly completed forms. Errors on these forms may delay disbursements. All reimbursements will be issued after the Global Forum event. ICNL will not provide reimbursement in cash, nor will it provide reimbursements in any form at the conference.

## 5. **Fellowship Report**

Fellows are requested to submit their reports on the planned activities specified in the Fellowship Application by June 15, 2015. The report should be no more than 3 pages and include how you implemented your planned activities; any additional activities or plans that may have resulted from your participation at the Global Forum; the actual or expected outcomes; and measurable data on the impact of your activities (e.g., number of people who received your article through a newsletter).

*Please note that Global Forum policies are subject to change, so please review these policies from time-to-time.*