



## GLOBAL FORUM TRAVEL AND EXPENSE POLICY

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

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

#### A. Air Travel

Participants **not** receiving fellowships are responsible for organizing their own air travel and paying for all air travel expenses.

Participants receiving fellowships have received separate correspondence with booking procedures.

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.

ICNL will not reimburse fees or charges incurred should the participant change or cancel the approved itinerary.

If the travel itinerary includes an overnight layover, unless approved in advance in writing, ICNL cannot reimburse the cost of a hotel stay or per diem meals during this layover, unless approved in advance in writing.

#### B. Local Ground Transportation

Unless prior written approval has been provided by ICNL, ICNL will not reimburse for any ground transportation expenses to/from the airport, hotel, or otherwise.

For fellowship recipients whose local travel is approved by ICNL for reimbursement, we will reimburse no more than the cost of the Arlanda Express to and from the airport.

Please be aware that taxis from Arlanda airport are very expensive; we encourage all participants to take the Arlanda Express.

## 2. Accommodation

The Global Forum will be held at the following venue:

Clarion Hotel Sign  
<http://www.clarionsign.com/>  
Stockholm, Sweden  
Telephone: +46 8 676 98 99

All participants are required to contact the hotel as soon as possible to make their own reservations and guarantee payment with a credit card (if you are unable to provide a credit card, please contact us at [globalforum@icnl.org](mailto:globalforum@icnl.org)). The participant's credit card will be charged for any additional fees per ICNL's policy (see below). In addition, if a confirmed participant does not show up to the conference, the cost of one night will be charged to the participant's credit card per ICNL's cancellation policy.

Unless prior written approval has been provided by ICNL, ICNL will pay the Clarion Hotel directly for a maximum of three nights, specifically: Sunday, August 21; Monday, August 22; and Tuesday, August 23. All additional nights must be paid for by the participants directly to the Hotel upon arrival.

To make a booking in the Global Forum block please contact Jonas Ahlblom at: [jonas.ahlblom@choice.se](mailto:jonas.ahlblom@choice.se), and refer to reservation number 227697. Reservations must be made no later than June 1. ICNL cannot guarantee that rooms will be available after this day.

The check-in time at the Hotel is 2 p.m.

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. Participants wishing to arrive earlier or stay additional nights must make their own hotel arrangements and pay their own costs.

## 3. Visas

Please note that it is the participant's responsibility to investigate and comply with the visa requirements for his or her country. ICNL is generally not in a position to pay for or reimburse visa fees, but ICNL will assist in providing invitation letters as required. The visa application process takes some time and therefore, we request that any participant requiring a visa to travel notify ICNL as soon as possible and no later than May 1, 2011 so that we may begin processing the invitation letters required to obtain visas. Please consult the web site of the Ministry of Foreign Affairs of Sweden (<http://www.swedenabroad.com>) to determine whether or not you need a visa.

#### 4. Registration Fee

The registration fee for the conference is US\$395. If applicable, this fee must be received within thirty days of submitting your registration application. To submit a registration fee:

Please Send Checks (in US Dollars  
Only) to:  
ICNL  
1126 16<sup>th</sup> St NW, Suite 400  
Washington DC 20036  
USA

*Please be sure to reference  
“Registration Fee” on the check*

To submit your payment via wire  
transfer,  
please email [globalforum@icnl.org](mailto:globalforum@icnl.org) for  
the bank information.

#### 5. Meals and Per Diem Costs

ICNL will provide most meals at the Global Forum and will not reimburse any meals or per diem costs.

Please fill out a Guest Meal Reservation Form for all guests whom you would like to accompany you at the opening reception or dinners at the Global Forum. Please note that we will not be able to accommodate guests at the conference lunches. We will accept a limited number of guest reservations on a first come, first served basis. The Form can be found under “Travel Policies” on the website.

#### 6. Submitting a Claim/Payment: Fellowship Recipients Only

All Fellows must comply with donor requirements regarding their fellowship. In many instances, these fellowships will be provided by USAID and respective requirements must be met. The following applies to fellows that fully comply with such requirements.

If the participant is receiving a fellowship to attend the Global Forum, the participant 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 September 15, 2011 and return it to ICNL with invoice showing purchase price, airline ticket stubs and the approval email from ICNL. Fellowship recipients must also complete a Disbursement Request Form. These documents should be e-mailed to [globalforum@icnl.org](mailto:globalforum@icnl.org) with the subject line “Expenses.” Both documents can be found under “Travel Policies” on the website.

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

September 15, 2011. After this time, we will be unable to reimburse you. 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. ICNL will not provide reimbursement in cash, nor will it provide reimbursements in any form at the conference.

## **7. Cancellation Policy**

Up to 60 days in advance of the Forum (June 20), all but \$100 of the registration fee is refundable. After this date, ICNL will be incurring charges that will prevent us from refunding any payments. Should you need to cancel your registration, please contact [globalforum@icnl.org](mailto:globalforum@icnl.org).

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