**NCUC Travel Support Policy**

The Non-Commercial Users Constituency, the home of global civil society organizations and individuals within the ICANN community, to encourage participation, provides travel support for members who are actively and verifiably engaged in doing important policy work representing the Constituency.

**Eligibility Criteria**

To receive NCUC travel support, applicants must be NCUC members in good standing who:

1. Voted in the previous year’s NCUC election, if eligible at the time;

2. Are actively and verifiably engaged in NCUC’s work, for example constituency governance, NCUC/NCSG policy discussions, or GNSO Working Groups;

3. Need to be at a given meeting because the above mentioned work will be advanced there;

4. Agree to participate in the NCUC, NCSG and GNSO meetings to be held during the meeting;

5. Agree to write a brief post-trip report for the NCUC website reflecting on the meeting’s main developments of relevance to NCUC;

6. Did not receive NCUC funding to attend the immediately previous ICANN meeting, unless exceptional circumstances require their presence at two consecutive meetings. (Note: this criteria only applies to ICANN meetings mentioned below)

Applications should address each of the above points and are to be submitted via email to the NCUC Chair. The EC will review the applications and strive to announce its decisions no later than six weeks prior to the meeting in question in order to facilitate travel planning.

**Timing of Calling for Proposals and Reviewing Applications**

At least two months prior to each ICANN meeting, the NCUC Executive Committee (EC) will send out a call for proposals to the ncuc-discuss list inviting applications. Potential applicants will have two weeks to respond. Then the EC will review the applications and will strive to announce its decisions within one week from its receipt of the applications.

**For ICANN Meetings**

For ICANN meetings, successful applicants will be eligible for support of USD $2,000 per person for up to 2 selected members. They will be solely responsible for making their own travel, accommodation, visa, and other arrangements. If the total cost of their trip will be in excess of USD $2,000, the applicants will be solely responsible for obtaining any supplementary financing that is needed. If the cost of their travel and accommodation is less than USD $2,000, they may apply the remaining funds to incidental expenses.

**For ICANN-related Meetings**

For ICANN-related meetings, starting with April 2015, NCUC will make available from its own funds for ad-hoc grants to support the participation in policy meetings of heavily engaged NCUC members. Only ICANN-related meetings will be considered, e.g. working groups gathering away from general ICANN meetings for which no dedicated funding has been made available.

Successful applicants will be eligible for support of USD $1,000 per person for up to 5 selected members. Applicants must demonstrate that they need to be at a given meeting in order to further the work they are doing in the group and that no additional sources of funding are available. Expenses eligible for reimbursement are limited to those related to accommodation and transportation as well as visa fees.

**Timing of Reimbursement**

Normally the funding will be provided by wire transfer after the trip upon submission of travel and accommodation receipts by the selected members to the NCUC Treasurer. In exceptional circumstances (i.e. involving otherwise unmanageable financial hardship) it may be possible to provide the transfer in advance upon submission of a paid airline ticket receipt and confirmed hotel booking.

**Appendix**

The NCUC Travel Support Policy is subject to revision by the Executive Committee (EC) in accordance with needs of support for members of the Constituency. Selected participants will be formally announced in the ncuc-discuss list for information and documentation.