

## Travel Subsidy Application Form

Please complete the Travel Subsidy Application Form below by **30<sup>th</sup> June** if you wish to apply for financial support towards your costs of participating in the ACT General Assembly in Uppsala, Sweden in 2018.

### A. Participants that are eligible to apply for a travel subsidy:

- 1 official delegate per member from Global South
- 1 delegate per Advisory Group from Global South
- Current Governing Board (GB), current Membership and Nominations Committee (MNC) and nominees for new GB and MNC – from the Global South only

### B. Eligibility Criteria

- All fees due to ACT Alliance fully paid for your organisation, including for 2018
- Engagement in the life of the alliance since the last assembly in 2014

### C. What the travel subsidy includes:

- Return flight from country of residence to Sweden
- Maximum of 6 nights bed and breakfast at an agreed hotel (from Saturday 27<sup>th</sup> October to Friday 2<sup>nd</sup> November)
- 5 day conference package (includes lunch, dinner and refreshments at the assembly venue from Sunday 28<sup>th</sup> October to Thursday 1<sup>st</sup> November)

### D. What the travel subsidy does NOT include:

- Registration Fee of USD 200
- Visa costs
- All transport related costs excluding the return flight (e.g. taxis, train, Uber, etc.)
- Any additional costs incurred at the hotel above the approved 6 nights bed and breakfast. This includes any additional nights stay, laundry expenses, telephone bills, room service, mini-bar, etc. All additional expenses must be settled directly with the hotel on check out
- Any meals purchased outside of the conference venue
- Any other expenses not listed in section C above

### E. How to submit the travel subsidy application form:

Please complete the form below, sign it, scan it, and return it by email to Ms Penny Blachut ([plb@actalliance.org](mailto:plb@actalliance.org)) as soon as possible and by 30<sup>th</sup> June 2018 at the latest. This form does not replace the need for you to also complete your registration for the assembly.

You will be informed of the outcome of your application by email.

## Travel Subsidy Application Form

1. Full Name: .....
2. Title: .....
3. Name of ACT Member: .....
4. Category of participation (please check all those that apply):

Official voting delegate of member from Global South

Official representative of Advisory Group from Global South

Current Governing Board member from Global South

Current Membership and Nominations Committee member from Global South

Nominee for Governing Board or Membership and Nominations Committee from Global South

### 5. Engagement in the life of the alliance

*Please describe or list below the ways in which your organisation has engaged in the life of the alliance since the last assembly in 2014. This could include examples such as active attendance and participation in a relevant ACT Forum; implementing or funding an ACT Appeal; staff representation in Communities of Practice, Advisory Groups, Governance Bodies or working groups; hosting of events; providing secondments; support to the climate justice campaign; participation in forum EPRP, etc.*

## 6. Confirmation and Signature

I .....(name) confirm that I understand and agree to the following:

- I confirm that my organisation has paid all outstanding fees to ACT Alliance, including for 2018.
- I understand that all costs, apart from those detailed in Section C above, must be covered by myself or my organisation.
- I confirm that I will settle any outstanding hotel bills directly with the hotel prior to check out.
- I understand that if I cancel my participation at the assembly, without informing the ACT Secretariat ([plb@actalliance.org](mailto:plb@actalliance.org)) by Friday 24<sup>th</sup> August 2018 at the latest, then my organisation will be required to reimburse ACT Alliance for any costs incurred on my behalf.

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Signature

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Date