

WORLD YMCA TRAVEL SUBSIDY POLICY

1. PREAMBLE

This policy outlines the criteria under which the World Alliance may grant subsidies in relation to attendance at World Alliance Meetings

The policy is to ensure that subsidies are available where the absence of a subsidy would exclude representation of the National Movement concerned.

It should be noted that the amount paid by World Alliance is designed to be a contribution towards the costs rather than a reimbursement of all costs incurred. It is expected that the National Movement will pay the remaining balance.

2. QUALIFYING MEETINGS

- a) Annual Executive Committee Meeting
- b) Quadrennial World Council Meeting
- c) Change Agent trainings
- d) Other meetings as approved by the Secretary General from time to time

3. CATEGORIES OF SUBSIDY

- a) Travel
- b) Accommodation and Meals
- c) Registration fees
- d) Visas and essential local travel

4. ELIGIBILITY

4.1 Eligible National Movements:

Only fully paid up members of World YMCA are eligible for subsidy.

4.2 Category of eligibility:

There are 3 categories of eligibility and 4 areas of support as follows:

	Group 1	Group 2	Group 3
Travel	Not subsidised	Subsidised	Subsidised
Accommodation & Meals	Not Subsidised	Not Subsidised	Subsidised
Registration Fee	Not Subsidised	Not Subsidised	Not Subsidised
Visas & local transport	Not Subsidised	Not Subsidised	Not Subsidised (except when visa office is in different country)

5. EXECUTIVE COMMITTEE MEETING

A Participant is eligible for a subsidy where they are one of the following:

- a) Officer of the World Alliance
- b) Executive Committee Member of the World Alliance

6. WORLD COUNCIL MEETING

Participants eligible for bursaries are limited to 2 per country and **must include voting members.**

7. SUBSIDY CONDITIONS

- a) The value of the travel subsidy will be based on the cheapest economy airfare available and must be authorised by World YMCA prior to booking. Valid invoices/receipts must be presented to World YMCA before reimbursement. World YMCA may also arrange the flight bookings.
- b) Penalties for flight changes or cancellations will be the responsibility of the Participant
- c) The value of the accommodation subsidy will be based on 100% of the cost of accommodation, being a standard shared room to be booked by World Alliance staff.
- d) Where meals are provided during the meeting and you elect to eat elsewhere, this cost will not be covered.
- e) Extras added to the room account will be the responsibility of the Participant
- f) The value of the registration subsidy will be based on 100% of the cost of registration.

8. APPLYING FOR A SUBSIDY

- Applicants must apply for the subsidy at least 90 days prior to any meeting
- In case a visa is required - no flight can be booked until the participant confirms that their visa has been obtained.

9. NATIONAL MOVEMENT SUBSIDY GROUPS

(based on World Bank/OECD rankings & size of National Movement)

GROUP 1

Argentina
Aruba
Australia
Austria
Bahamas
Barbados
Belgium
Brazil
Canada
Cayman Islands
Chile
Czech Republic
Denmark
Egypt
England & Wales
Finland
France
Germany
Greece
Hong Kong SAR, China
Hungary

GROUP 1

Latvia
Lebanon
Lithuania
Macau SAR, China
Malaysia
Malta
Mexico
Netherlands
New Zealand
Norway+A45A2:A45
Panama
Poland
Portugal
Scotland
Singapore
Slovak Republic
South Korea
Spain
Sweden
Switzerland
Taiwan

Ireland
Italy
Japan

GROUP 2

Albania
Armenia
Bangladesh
Belarus
Colombia
Costa Rica
Cuba
Dominican Republic
Ecuador
Estonia
India
Kenya
Macedonia
Montenegro
Paraguay
Peru
Philippines
Romania
Russia
Serbia
Sri Lanka
Thailand
Uruguay

USA

GROUP 3

Angola
Cambodia
Cameroon
El Salvador
East Jerusalem
Ethiopia
Gambia
Gaza
Ghana
Guatemala
Haiti
Honduras
Jamaica
Jordan
Kosovo
Liberia
Madagascar
Moldova
Mongolia
Myanmar
Nepal
Nicaragua
Nigeria
Pakistan
Senegal
Sierra Leone
Tanzania
Togo
Trinidad & Tobago
Ukraine
Venezuela
Zambia
Zimbabwe