



BSF Travel Policy Supplement

Africa

Refill: AP Conference 2023

Important: Please read the *General Travel Policy for All Travelers* and this *BSF Travel Policy Supplement* prior to booking travel.

Travel for Refill: AP Conference 2023 is booked through **Key Travel Kenya**. BSF provides a list of approved travelers and travel parameters to Key Travel Kenya.

Key Travel Kenya Contact Information

Email Fatma Ali at fatma.ali@keytravel.com

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Copy Travel Team Kenya at travelteam.ke@keytravel.com

Booking Airline Tickets to the Event

- Event travel is booked only *after* BSF has provided arrival/departure dates and times to Traveler via the Bulletin, an email from Event Planner, or AP Conference website.
- BSF pays for a round-trip economy ticket between Traveler's home city and Colorado Springs, Colorado only when booked through Key Travel Kenya.
- The cost of the ticket is the Traveler's personal expense and is not reimbursed by BSF *if an alternative method is used to book the ticket*.
- See *General Travel Policy for All Travelers* for information regarding how to request a visa invitation letter and the jet lag recovery policy.
- Any variations to travel (i.e., side trips, upgrades, travel insurance, etc.) or flight choices outside of BSF-approved flights are paid for by the Traveler at their personal expense and are not reimbursed by BSF.
- Traveler forwards a copy of the itinerary to events@bsfinternational.org.

Questions about the travel policy? Contact events@bsfinternational.org