



# BSF Travel Policy Supplement

## Asia Pacific

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

### Booking Airline Tickets

Travel is booked and paid for personally by the traveler and reimbursed by BSF:

- Travel is **booked only after BSF has provided travel parameters for arrival/departure dates and times to Traveler and Area Team** via the Bulletin, an email from the Event Planner, or AP Conference website.
- **Traveler submits a proposed itinerary with fare indication for a direct round trip economy ticket between Traveler’s home and travel destination** to the Area Team for final approval by Regional Director. Area Team looks for lowest possible fare as practical for travel.
- Travel **destination is Colorado Springs, Colorado.**
- See *General Travel Policy for All Travelers* for information regarding how to request a visa invitation letter and the jet lag recovery policy.
- Traveler books and pays for airline ticket after receiving Area Team and Regional Director approval of the proposed itinerary and fare indication.
- Traveler submits final itinerary, invoice, and receipt of payment to Area Team for reimbursement.
- Travel variations such as side trips, upgrades, travel insurance, etc. **are not reimbursable** by BSF.
- Traveler forwards a copy of the itinerary to [events@bsfinternational.org](mailto:events@bsfinternational.org).

### Reimbursement

Reimbursement is based on the final invoice of the approved itinerary and the final fare paid for by Traveler. Reasonable variations between the final and indicative fares are acceptable since fares could fluctuate between the time of securing the fare indication, approval, and booking.

Areas	Reimbursement Procedure
China, Indonesia, Japan, Korea, Malaysia, Myanmar, Thailand, Vietnam	Travelers from these areas are reimbursed through, and upon authorization of, the Area Team.
<i>Travelers from the following areas are reimbursed through their respective local BSF entities:</i>	
Australia	Bible Study Fellowship (Australia)
Hong Kong	Bible Study Fellowship (Hong Kong)
New Zealand	Bible Study Fellowship (New Zealand)
Philippines	BSF Philippines International Inc.
Singapore	Bible Study Fellowship (Singapore) – <i>A reimbursement limit is set by BSF (S) Society in consultation with the Singapore Area Teams</i>
Taiwan	Bible Study Fellowship Taiwan NGO

The final itinerary, ticket invoice and receipt of payment, *excluding itinerary*, are to be included in the Area Personnel Expense report.

Questions about the travel policy? Contact [events@bsfinternational.org](mailto:events@bsfinternational.org).