



# BSF Travel Policy Supplement

## Europe, Republic of Ireland and United Kingdom

### 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 **Chevron Travel**. BSF provides a list of approved travelers and travel parameters to Chevron Travel.

#### **Chevron Travel Contact Information**

Email John Pilkington at [info@chevrontravel.co.uk](mailto:info@chevrontravel.co.uk)

– or –

Mobile/Cell: 07903 237303 (preferred telephone number to use)

Landline: 01628 527492

#### **Booking Airline Tickets to the Event**

- Event travel is booked only *after* BSF has provided approved 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 Chevron Travel.
- 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*.
- 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.
- See *General Travel Policy for All Travelers* for information regarding how to request a visa invitation letter and the jet lag recovery policy.
- Traveler forwards a copy of the itinerary to [events@bsfinternational.org](mailto:events@bsfinternational.org).

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