



BSF General Travel Policy for All Travelers

Refill: AP Conference 2023

This BSF travel policy is intended to transport Area Personnel (AP) and Online Area Personnel (OAP) in the safest and most efficient way possible. BSF pays for a round-trip (from Traveler's home to Colorado Springs, Colorado and return to Traveler's home), economy class flight. Travelers are personally responsible for all charges incurred above the cost of a BSF-approved, economy round-trip flight.

BSF Headquarters announces travel parameters via the Bulletin, an email from Event Planner or the AP Conference website. **Please wait to book travel until travel parameters are announced.**

All Travelers

- Read the General Travel Policy, your country or continent-specific travel policy supplement, and the travel parameters before booking travel.
- BSF pays for approved travel expenses when BSF-approved choices are used. Any "side trips," upgrades, travel insurance, etc. are a personal expense paid by the traveler.
- **Check destination-specific rules and restrictions relating to travel and/or pandemic**, including vaccination requirements, quarantine rules, border closures, face mask requirements, etc.
- **Geographical Areas Assigned to a Travel Agency:** Some geographical areas are assigned to a travel agency. BSF provides the travel agency with specific parameters to guide the selection of flights. The traveler pays the entire airfare expense without reimbursement by BSF if *the BSF-approved travel agency is not used for ticketing*.
- Travelers may retain any **frequent flyer miles** accumulated as a result of travel to the Event.
- BSF pays for fees incurred when the traveler uses personal frequent flyer miles to purchase flights for Event *when using the approved travel agency*. These additional costs are not considered a personal expense.
- **Fees for upgrades/privileges are a personal expense and not reimbursed by BSF.** Examples:
 - VIP lounge access
 - Upgrades for seating and/or ticket class
 - Use of miles (unless used for a BSF-approved trip)
 - WiFi, in-flight movies, and personal entertainment

Luggage

The first piece of luggage each way (if not included in the price of the ticket) is reimbursed by BSF when you travel to the Event. All other luggage fees are the traveler's personal responsibility and are not reimbursed by BSF.

Lodging

BSF provides and pays for double occupancy lodging (with an attendee attending the same Event) beginning on the Event start date. International travelers: See "International Travelers Only" section for the jet lag recovery policy.

Cancellations/Changes

Cancellations and necessary changes to travel itineraries due to emergencies are a BSF expense and not a personal expense. These are part of doing business as an Area Team or Class Staff.

- Contact the BSF travel agency, if applicable, to cancel/change your airline tickets *before* the travel date.
- Contact the airline directly if a travel agency did not book the airline tickets or if timing makes it impossible for the travel agency to cancel/change the tickets.
- If your flight is cancelled or delayed by the airline, resulting in late arrival for the event:
 - Contact the airline. Contact the travel agency if the airline is unable to resolve the issue. BSF pays for agency fees incurred on the day of travel.
- Email events@bsfinternational.org with updated arrival time and flight number.

Drivers – Mileage Limit

- Travelers driving less than 200 miles one-way to Event are reimbursed for mileage.
- Travelers living greater than 200 miles one-way are asked to fly to Event *unless* the cost of airline tickets clearly exceeds the mileage reimbursement. The traveler who chooses to drive to Event is responsible for their own car usage and is not reimbursed for mileage.

International Travelers Only

Visas and Invitation Letter Requests for Event Travel

- Please do not book airline tickets until you have an approved visa for travel.
- Email events@bsfinternational.org if you require an invitation letter to submit with your visa application to attend the AP/OAP Conference.
- Put “Visa Invitation Letter Request” in the subject line. Identify your BSF role/position.
- Look for a reply within 48 hours from Hello Sign with instructions on how to complete the invitation letter with your personal identifying information.

Jet Lag Recovery Policy

One or two nights of lodging is provided for jet lag recovery *if you travel directly from your home to the Event location*.

One day recovery: South America

Two day recovery: Africa, Asia Pacific, Europe, Ireland, and the United Kingdom

- You must stay at the BSF-approved hotel for the jet lag recovery days.
- BSF books the hotel and pays for the additional night(s) of lodging and meals (per diem).
- BSF does *not* provide lodging or meals for jet lag recovery if traveler chooses to arrive in the United States two (South America) or three (Africa, Asia, Australia, Europe, New Zealand, Republic of Ireland, United Kingdom) or more days prior to Event start date.

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