



BSF Travel Policy Supplement International Travelers

[Except India, Ireland, New Zealand, and countries in Africa, Asia, Australia, Europe, and the United Kingdom]

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

Travel for the 2023 AP Conference is booked through **ATC Travel**. BSF provides a list of approved travelers and travel parameters to ATC Travel.

ATC Travel Contact Information

Email Sandy Shaffer at sandys@atcmeetings.com and Liliana Fishman at lilianaf@atcmeetings.com

- and -

Copy Jaime Leonard: jaimel@atcmeetings.com

Telephone: 800-458-9383

24 Hour Travel Emergency Support: +1-844-686-0442

Booking Airline Tickets to the Event

- Event travel is booked only *after* BSF has provided arrival/departure dates and times to Traveler via Bulletin, email from Event Planner, or web posting.
- BSF pays for a round-trip economy ticket between Traveler's home city and Colorado Springs, CO only when booked through ATC 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.
 - Email reservations@atcmeetings.com to book airline tickets outside the approved travel parameters.
- See *General Travel Policy for All Travelers* for information regarding how to request a visa invitation letter and the jet lag recovery policy.

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