



BSF General Travel Policy for All Travelers

This BSF travel policy is intended to transport BSF field personnel in the safest and most efficient way possible. BSF pays for a round-trip (home to BSF destination to home), economy class flight. Travelers are personally responsible for all charges incurred above the cost of a BSF-approved, economy round-trip flight.

All Travelers

BSF travel generally falls in one of two categories: Event Travel and Area Team Travel. The following applies to all travelers, whether traveling for a BSF Event or Area Team Travel.

- **Read the General Travel Policy, your location-specific travel policy supplement, and the travel parameters** (Event Travel only) 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*. **See your location-specific policy supplement for information on how to book airline tickets.**
- Travelers may retain any **frequent flyer miles** accumulated as a result of travel on behalf of BSF.
- BSF pays for fees incurred when traveler uses personal frequent flyer miles to purchase flights for travel *when using the approved travel agency*.
- **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, personal entertainment

Luggage

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

- Area Personnel: Submit invoice on your AP Expense Report.
- Class Staff: Email your invoice to events@bsfinternational.org.

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 because of timing it is impossible to request the travel agency cancel/change the tickets.

Drivers – Mileage Limit

- Travelers driving less than 250 miles one-way to BSF destination are reimbursed for mileage.

- Travelers living greater than 250 miles one-way are asked to fly to Event *unless* the cost of airline tickets and car rental clearly exceeds the mileage reimbursement. The traveler who instead chooses to drive to Event is responsible for their own car usage and is not reimbursed for mileage.

Event Travel

- See “All Travelers” above.
- BSF Headquarters announces travel parameters via Bulletin, email from Event Planner or web posting. **Please wait to book travel until travel parameters are announced.**
- Book tickets according to the general travel policy, location-specific travel policy supplement, and Travel Parameters.
- If your flight is **cancelled or delayed** by the airline, resulting in late arrival for an 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.
- **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.

Area Team Travel

- Area Team Travel includes visits to Class Meetings, Leaders Meetings, and Leader Events prior to the start of the study year.
- See “All Travelers” above.
- Hotel and car rental may be reserved through the travel agency (if applicable) but is not required.
- Use your BSF-issued JP Morgan Chase MasterCard, if applicable, for AP travel purchases.
- Submit travel related expenses, i.e., hotel, rental car, train, etc. using the BSF reimbursement policy for Area Personnel.

International Travelers Only

Visas and Invitation Letter Requests

- Please do not book airline tickets until you have an approved visa for travel.
- Email events@bsfinternational.org if an invitation letter is required when submitting visa application.
- Include “Visa Invitation Letter Request” in email subject line. Identify BSF role/position.
- Look for a reply within 72 hours from Dropbox Sign with instructions on how to complete the invitation letter with your personal identifying information.

Jet Lag Recovery Policy for Event Travel

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, Middle East, 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 Pacific, Europe, Ireland, Middle East, United Kingdom) or more days prior to Event start date.

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