



BSF Travel Policy Supplement Africa

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

Travel is booked through **Key Travel Kenya** and paid for by BSF. BSF provides a list of approved travelers and travel parameters to Key Travel Kenya.

Key Travel Kenya Contact Information

Email Fatma Ali at fatma.ali@keytravel.com

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Copy Travel Team Kenya at travelteam.ke@keytravel.com

Booking Airline Tickets

- Event travel is booked only *after* 1) BSF has provided arrival/departure dates and times to Traveler via Bulletin, email from Event Planner, or web posting; 2) Traveler has an approved visa for travel to the United States.
- Request a visa invitation letter, if needed, by emailing events@bsfinternational.org. Include your full name and BSF role/position.
- See General Travel Policy for All Travelers for information regarding the **jet lag recovery policy**.
- BSF pays for a round-trip economy ticket between Traveler's home city and BSF location only when booked through Key Travel Kenya.
- 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.
- Please forward a copy of the itinerary to events@bsfinternational.org.

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