



# BSF Travel Policy Supplement

## Asia Pacific

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

### Booking Airline Tickets

#### General Information

- Travel is booked and paid for personally by the traveler and reimbursed by BSF.
- Travel is **booked only after** 1) BSF has provided travel parameters for arrival/departure dates and times to Traveler and Area Team via the Bulletin, an email from the Event Planner, or website posting; and 2) Traveler has an approved visa for travel to the United States.
- Request a visa invitation letter, if needed, by emailing [events@bsfinternational.org](mailto:events@bsfinternational.org). Include your full name and BSF role.
- 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.
- 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.

#### How to Book Tickets

- **Traveler submits a proposed itinerary to Area Team** for final approval by Regional Director.
  - **Proposed itinerary includes** fare indication for a direct round trip, economy ticket between Traveler’s home and travel destination.
  - Area Team looks for lowest possible fare as practical for travel before approving proposed itinerary.
- Traveler **books and pays for airline ticket after receiving approval** of the proposed itinerary and fare indication.
- Traveler **submits final itinerary, invoice, and receipt of payment to Area Team** for reimbursement.
- Please **forward a copy of the itinerary** to [events@bsfinternational.org](mailto:events@bsfinternational.org).

### Reimbursement

Reimbursement is based on the final invoice of the approved itinerary and the final fare paid for by Traveler. Reasonable variations between the final and indicative fares are acceptable since fares could fluctuate between the time of securing the fare indication, approval, and booking.

Areas	Reimbursement Procedure
China, Indonesia, Japan, Korea, Malaysia, Myanmar, Thailand, Vietnam	Travelers from these areas are reimbursed through, and upon authorization of, the Area Team.
<i>Travelers from the following areas are reimbursed through their respective local BSF entities:</i>	
Australia	Bible Study Fellowship (Australia)
Hong Kong	Bible Study Fellowship (Hong Kong)
New Zealand	Bible Study Fellowship (New Zealand)

Philippines	BSF Philippines International Inc.
Singapore	Bible Study Fellowship (Singapore) – <i>A reimbursement limit is set by BSF (S) Society in consultation with the Singapore Area Teams</i>
Taiwan	Bible Study Fellowship Taiwan NGO
The final itinerary, ticket invoice, and receipt of payment, <i>excluding itinerary</i> , are to be included in the Area Personnel Expense report.	

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