



BSF Travel Policy Supplement International Travelers

[Europe, India, Middle East, South America, United Kingdom]

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

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

ATC Travel Contact Information

Book your tickets using a live agent.

- Email [Sandy Shaffer](mailto:Sandy.Shaffer@atctravel.com), [Liliana Fishman](mailto:Liliana.Fishman@atctravel.com) and copy [Jaime Leonard](mailto:Jaime.Leonard@atctravel.com) (preferred method); or
- Telephone: 800-458-9383

Booking Airline Tickets

- 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; 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. 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 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 or call ATC Travel as directed above to book tickets.

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

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