



## BSF Travel Policy Supplement United States and Canada

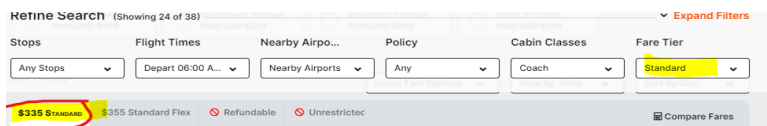
Important: Please read the **General Travel Policy for All Travelers** and this **BSF Travel Policy Supplement** prior to booking travel.

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

Online Booking with Deem online booking: <http://bsf-atc.deem.com/>

- **First Time Deem Users:** Look for an email from [notifier@Deem.com](mailto:notifier@Deem.com) with instructions on how to activate your account and set up your travel profile.
  - Didn't receive the email from [notifier@deem.com](mailto:notifier@deem.com)? Email [reservations@atcmeetings.com](mailto:reservations@atcmeetings.com) and request they resend it.
  - Be sure the name on your travel profile matches the name on the government ID that you travel with. You may edit your middle name. Email [events@bsfinternational.org](mailto:events@bsfinternational.org) to request a change to your first or last name.
  - The default payment is a BSF International credit card already on file.
  - Travelers with a BSF-issued Purchasing Card: Update the billing information on your travel profile to include the P-card as the default payment.
- **All Deem Users:**
  - **Please do not book tickets on Friday or Saturday when using Deem** as tickets require approval by BSF Events within 24 hours of booking. Booking tickets on Friday or Saturday may require rebooking your tickets since the approval window ends on Saturday or Sunday when BSF Headquarters is closed.
  - Trying to book a Southwest flight? Make sure the selected "fare tier" is "Standard." See below.



- **Questions about using Deem?** See the **Deem Quick Reference Guide** posted on the [Event website](#) before emailing [events@bsfinternational.org](mailto:events@bsfinternational.org).

-OR-

Book your tickets using a live agent:

- **Email** [reservations@atcmeetings.com](mailto:reservations@atcmeetings.com) (preferred method if arriving before or departing after the approved travel dates); or
- **Telephone:** 800-458-9383

## 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 BSF destination 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](mailto:reservations@atcmeetings.com) to book airline tickets outside the approved travel parameters.

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

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