

Travel Booking Procedures for BWF Technical Officials **1st August 2016**

With the goal of ensuring the most cost effective and efficient travel booking process, please note that the following procedures are to be followed for all BWF related TO travel:

For all BWF Referees and Umpires Travel to BWF Major Events, Level 2, and Level 3 Events (where assigned)

AND

For all other TO Related Travel (i.e. TOC Commission Meetings, BWF Assessors, etc.)

The traveller is to obtain a quote from the BWF travel agency, **Carlson Wagonlit Travel (CWT)**, which will provide three options for consideration, and also from their own travel agent/online. Please copy Selena Lim (s.lim@bwfbadminton.org) when contacting CWT by email so she is aware of the request. When replying back to the traveller with options, CWT will also copy Selena.

After considering various options from CWT and from the traveller's own travel agent (or online booking), the traveller should propose their preferred option, which generally will also be the cheapest option, unless other options are within a maximum of 10% of the cheapest option. Otherwise, special permission must be obtained from the Secretary-General.

If the best option is through CWT, BWF will pay for the ticket directly to CWT following their invoice to BWF. No payment or claim needs to be made by the traveller.

If the best option is through the traveller's own travel agent or booked online, the traveller will pay for the ticket and will subsequently be reimbursed by BWF as is done currently.

As per normal practice, wherever possible, please arrange for your travel at least six months in advance of the assigned tournament.

Carlson Wagonlit Travel

The BWF Account Manager is Laetitia Santana, Team Leader Business Travel (Lausanne, Switzerland).

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