

Travel Policy for BWF Technical Officials January 2020

Policy Brief and Purpose

This Travel Policy for BWF Technical Officials outlines the procedures and provisions when travelling under BWF capacity, with the goal of ensuring the most cost-effective and efficient travel booking process.

Scope

For all BWF Technical Officials travelling to:

- BWF Grade 1 Tournaments (Major Events)
- BWF Grade 2 Tournaments
- BWF Grade 3 Tournaments (where assigned)
- TO Related Workshop/Meetings (i.e. TOC Meeting, Accreditation Workshop, etc.)

Transportation

Flight/Train

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 one or more quotes from their own travel agent or online flight booking websites. Please copy BWF Events Officer, 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.

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

Email: CWT CH MSITRAVELDESK (msitraveldesk@mycwt.com)
Tel: +41 (0) 58 322 28 30
Mobile: +41 (0) 79 648 36 17
Fax: +41 (0) 22 592 74 73

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 BWF. Although the main factor is cost, consideration will also be given to the schedule, number of stops and duration of layover, at the discretion of BWF, and in consultation with the BWF Technical Official.

If the best option is through CWT, BWF will pay for the ticket directly to CWT following its 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. The traveller may also obtain advance reimbursement for travel that is booked six months or more in advance.

Car

If the traveller plans to travel by car, they will need to inform BWF in advance and provide round-trip mileage, including toll and parking fees. Approval of travel by car is subject to comparison with lowest airfare. Mileage claim reimbursement is according to BWF general guidelines.

Airport Transfer

For travel from home to the airport and back, BWF will reimburse taxi fare or mileage claim. If the traveller plans to travel by car, they will need to inform BWF in advance and provide round-trip mileage, including toll and parking fees.

For travel from the airport to hotel and back, transport is normally provided by the host organiser. However:

- In case no transport is provided, BWF will reimburse the necessary expenses incurred, to the traveller, provided all travel information was provided to BWF and the host organiser.
- If the traveller changes the travel information and/or did not show up as planned, the BWF will clarify the situation with the host organiser and traveller, and if applicable, BWF will reimburse the necessary expenses incurred, to the traveller.

Visa

When travelling to countries that require visa or other documentation, please download the visa application form from BWF Website – Calendar page (Tournament). Complete the application and send directly to the email address stated in the form. The traveller may copy Selena, if required.

BWF will reimburse the following expenses incurred for visa application:

- visa fee
- travel to/from visa application centre
 - if travel by flight is required, transportation procedure as stated above applies.

IMPORTANT: It is the traveller's responsibility to check visa requirements and take appropriate action, if required.

Insurance

The traveller is covered under BWF's Group Insurance Policy – ([linked here](#))

Other

Costs associated with vaccinations are not covered by BWF.

What Travellers Need to Do

When assigned to a tournament, travellers are requested to arrange their travel soon after confirmation of participation. Flight bookings should be finalised at least six months before the tournament.

For other TO related meetings/workshops, travellers are requested to arrange their travel soon after confirmation of participation.

Submit all expense claims to BWF Events Officer, Selena Lim (s.lim@bwfbadminton.org), within one month of returning from travel. Please attach all receipts or any supporting documents when submitting claims, for auditing purposes.