ROTARY GRANTS TRAVEL INFORMATION

If your approved Rotary grant budget includes the cost of airfare, you will submit your travel request online at www.rotary.org/grants. The information below supplements the instructions on the site.

Booking Your Travel

Before you start your request, confirm that Rotary allows travel to your destination. Please check the current travel ban list, which shows the countries where we do not allow travel. If the country where you plan to travel is on the list, you must contact your Rotarian grant sponsors to discuss options for changing your travel plans.

Submitting your travel request

You will need to have the following information available to complete your travel request:

- Grant number. If you don't know the number, ask your Rotarian grant sponsor.
- Passport number
- Assignment location and start and end dates
- Departure and return dates and city/airport
- Travel access code, *required if you received an access code from Rotary with your grant approval.* The access code allows BCD to purchase tickets on behalf of travelers from currency-restricted countries or who don't have access to a credit card.

Additional information:

- Suggested itinerary. You may attach a recently priced itinerary to your request. If BCD finds a lower-cost alternative, you will receive booking information for each.
- Additional traveler who isn't funded by the grant (name, birth date, passport number, nationality). You must pay the expenses of any additional traveler.
- Personal travel. You may add personal travel before or after your grant assignment. You are responsible for all personal travel expenses.

Approving an itinerary

You'll receive an email confirming that your request was submitted. A BCD agent will price an itinerary for your trip and email it to you. If you submitted a suggested itinerary and BCD finds a lower-cost option, you will receive itineraries for both. You must approve the itinerary and purchase it within 24 hours.

Purchasing your tickets

You'll purchase your tickets with a credit card. If you don't have a credit card, your grant sponsor may have one you can use. The cost will be reimbursed by grant funds. If you have a travel access code from Rotary, your tickets are purchased for you and the amount is deducted from your grant funding.

The RITS BCD Affiliate office will determine the additional cost of personal travel options, and you must subtract these additional costs from your total travel expenses later reported to TRF.

Travel Expenses

Your grant covers the following expenses:

- Economy-class airline tickets at lowest-available fare
- BCD Travel service fee
- Normal and reasonable baggage fees
- Ground transportation to and from the airport to your project site
- Blanket travel insurance
- Immunizations, inoculations
- Visas
- Entry and exit taxes or fees

You must pay for any of these expenses:

- Personal travel
- Optional stopovers that differ from your approved travel dates and routes
- Penalties for changing personal travel arrangements
- Travelers not funded by the grant
- Fees for excess or overweight baggage
- Upgrades
- Shipping charges
- Immunizations, inoculations
- Visas
- Flight or trip cancellation insurance
- Entry and exit taxes or fees

BCD charges a service fee on all travel transactions; this fee is eligible to be covered by your approved grant funds. The RITS BCD Affiliate office may charge an additional fee if the reservations need to be rebooked if you didn't authorize ticketing before the lower price of the original booking expired.

All grant-funded travelers must follow the travel policies outlined in the grant terms and conditions. If you have questions about Rotary grants travel, please ask our Contact Center at contactcenter@rotary.org.

About BCD Travel

BCD Travel is Rotary's travel partner. Through this partnership, Rotary International Travel Services can leverage airfare savings for Rotary travelers. BCD provides fast, efficient, and economical travel from strategically placed, convenient global locations. Tickets issued by BCD are entered into the Rotary's traveler tracking system, which ensures insurance coverage and facilitates emergency travel assistance.

Traveler Security Checklist

Before you go

- ❑ Make photocopies of your passport photo page and your credit card (front and back). Give one set to someone at home. Take the other with you and keep it in a secure place separate from your passport and credit card. Make a list of overseas contact numbers for your credit card company.
- ❑ Remove any nonessential items from your wallet that could be used for identity fraud.
- ❑ Establish online access to your credit card accounts so you can monitor for unauthorized charges while traveling.
- ❑ Carry prescription medicines in original pharmacy containers.

Arrival

- ❑ If you arrange for someone to meet you at an overseas airport, provide a number for them to display on the sign, rather than your name. The person holding the sign must be able to tell you your name. Kidnappers copy names on signs and stand closer to the entrance than legitimate drivers.
- ❑ If you take a taxi, use one with appropriate markings. Check the license displayed in the taxi and compare it with the face of driver.

Hotel Safety

- ❑ Use hotel-provided transportation where possible.
- ❑ Keep your hotel door locked at all times. Don't immediately open your door to anyone you don't know. Talk through the door before you open it.
- ❑ Meet visitors in the lobby.
- ❑ Let someone know when you expect to return if you will be out late at night.

Money and Personal Possessions

- ❑ Deal only with authorized agents when you exchange money.
- ❑ Carry a modest amount of cash and one credit card in your wallet or purse when you are out. Store the balance of your credit cards, traveler checks, and cash in a money belt or similar item worn under your clothes.
- ❑ Don't flash large amounts of money when making purchases or paying a bill.
- ❑ Beware of pickpockets. Many pickpockets work in pairs or teams to distract victims while they steal. Don't carry your wallet in your back pocket. Wear your bag or purse across your body, not hanging off your shoulder. Hold on to your belongings in crowded areas.
- ❑ If your possessions are lost or stolen, report the loss immediately to the local police and keep a copy of the police report for insurance claims. Next, report the loss or theft of credit cards and airline tickets to the issuing bank. Contact the local embassy or consulate to replace a passport.

High-Risk Areas

Working with BCD Travel agents, Rotary provides emergency evacuation to grant-funded travelers if the country where they are traveling becomes unsafe. If you must travel in an area where a safety alert has been issued or that has a history of terrorist attacks or kidnapping:

- Register with your local government, if you can.
- Discuss safety and security concerns with local contacts or colleagues who know the area.
- Watch for people or vehicles following you. If you see the same person or vehicle following two times, separated by time and distance, you are probably being followed, three times and you are being followed. Contact the police and the nearest embassy or consulate for guidance.
- If you're on an extended assignment in one location, avoid predictable travel times and routes.
- Note the locations of safe havens, such as police stations, hotels, and hospitals.
- Notify your grant sponsor and family of your travel plans, particularly if changes are made. Arrange to check in regularly by phone or email.
- Select taxicabs at random. Don't take a vehicle that's not clearly identified as a taxi. Compare the driver's face of the driver with the photo posted on his or her license.
- Drive with car windows closed in crowded streets. An open window provides an assailant or thief easier access to your car.
- If you hear gunfire near you or hear an explosion, drop and take cover behind or under a solid object. Stay away from windows. If you must move, stay as low as possible.

Hostage/Hijacking Situations

Being taken hostage or hijacked is an unlikely but terrifying experience. In such a situation, follow these guidelines. (However, if it becomes apparent that your abductors plan to kill you or the hijackers intend to use the aircraft as a missile, you must resist at all costs.)

- Remain calm and alert. The most dangerous phase of a hijacking or hostage situation is the beginning, when abductors are nervous and most likely to be violent.
- Be cooperative. Follow your captors' demands. Don't complain or be confrontational. Don't fight or try to escape unless you are certain of being successful.
- Prepare yourself for the possibility of a lengthy ordeal.
- Avoid direct eye contact with your captors and don't obviously observe their actions.
- Initially, don't try to use a cell phone to call for help. Later, a cell phone may prove invaluable.
- Expect to be interrogated. Answer questions directly but don't volunteer information or make unnecessary overtures.
- If you are taken hostage for a longer period of time, try to establish a rapport with your captors, but avoid contentious topics such as politics and religion.
- Stay mentally active. Stay physically active if it's safe to do so.

- Accept whatever food and drink is given to you, whenever it is given. You can’t guarantee that food or water will be offered later on.
- Be positive. Most hostages are released unharmed. People are looking for you and trying to get you returned safely.