

## **Purpose**

This policy applies to travel by members of CISV Victoria participating in CISV Programs. A copy of this policy will be provided to all program applicants for their information and support.

## **Definition**

Delegate travel” applies to these programs: Village, Interchange, Summer Camp, Youth Meeting.

Individual travel” applies to these programs: Junior Counsellor, Seminar Camp, Youth Meeting, International People’s Project.

Travel to national CISV events (National and Spring Board Meetings, National Camp) is considered individual travel.

## **Delegate Travel**

- Use of “points” not permitted  
*Travel on “points” is subject to various rules and limitations which can significantly complicate or compromise group travel arrangements (example: delegate travelling on points is bumped from a flight, entire delegation is inconvenienced).*
- Must use the CISV Travel Coordinator  
*The travel coordinator will use a travel agent familiar with CISV International travel requirements. The travel agent will be approved by the CISV Victoria executive board.*  
*A delegation may seek competitive pricing information prior to final bookings. Such information should be promptly provided to the travel coordinator for consideration.*
- Must obtain cancellation insurance with ticket
- Must have unlimited medical insurance covering the entire travel period plus three days in case of travel delays
- Must use scheduled carriers; use of charters not permitted  
*Charters can cancel or change flight times at any time, and connections will not be taken into consideration or covered when missed.*

## **Individual Travel**

- May use travel points
- May use the CISV Travel Coordinator or not, however **MUST** notify the travel coordinator of travel plans prior to final booking  
*Individual travellers may wish flexibility in travel arrangements to pursue personal travel pre or post CISV event. Participants travel under the auspices of CISV Victoria; therefore, for insurance purposes are required to inform CISV Victoria of travel plans, specifically those which relate to attending the CISV event*
- Must obtain cancellation insurance with ticket, including tickets purchased with “points”
- Must have unlimited medical insurance covering the entire travel period plus three days in case of travel delays

## **Payment**

Applicants must be prepared to pay for any of the potential travel destinations for the program to which they are applying. See also Program Fees Policy.

Per the Program Fees Policy, a deposit of \$1000 toward Program Fees is payable to CISV Victoria within two weeks of participant selection. The balance will be invoiced as CISV Victoria incurs costs. Invoices are payable within two weeks of receipt (by cheque only) and payment MUST be delivered directly to the Treasurer.

All payments, other than that for travel arranged independently (individual travel only), will be payable to CISV Victoria, unless otherwise required by CISV National or CISV International guidelines. CISV Victoria remits payment to the travel agent, CISV National and CISV International.

Alternate payment plans may be arranged at the discretion of the Board.

### ***Rationale***

*A single payment to the travel agent enables CISV Victoria to avoid the charges that would otherwise be applied to process multiple payments. The travel agent, based on a "good faith" relationship with CISV Victoria, purchases (in full) the tickets for all traveling delegations and leaders in the month of March without requiring payment in advance or within three days of purchase as other travel agents would. CISV Victoria remits payment to the travel agent based on the expectation that all families will make a full payment to CISV Victoria. CISV Victoria does not have the financial resources to "carry" outstanding Program Fees.*

**Policy amended: November 21, 2011**