

## FLIGHTS

- The Travel Coordinator will arrange/purchase travel directly with the airline or alternatively through Nu Skin's preferred supplier for travel. Please ensure you keep a copy of your itinerary.
- Travel should preferably be booked 14 days in advance of departure.
- Nu Skin will attempt to make reservations according to your schedule and request
- Brand Affiliates must fly Economy class for Domestic and International travel. Business/First class travel is **not** permitted.
- Brand Affiliates may choose to upgrade or redeem any flight by using their personal airports/mileage or cash funds; however, Nu Skin will not reimburse for these upgrades or redemption.
- The Travel Coordinator will source an Airline providing the most cost effective fare. Whilst Nu Skin's primary airline may be Qantas Airlines/Air New Zealand–the Travel Co-ordinator will not limit travel to **Qantas/Air New Zealand** and will compare fares with other providers such as Jetstar/Virgin Australia etc.
- The Travel Coordinator will arrange flights based on the lowest fare available at time of booking.
- The Travel Coordinator will only arrange flights to and from the Brand Affiliate's home city to the destination of the event for the event only.
- Brand Affiliates who wish to extend their stay or change flight route must advise the Travel Coordinator prior to the intended travel itinerary. The Brand Affiliate may be required, in this instance, to pay for the travel outside of what Nu Skin will coordinate as mentioned above.
- Should the Brand Affiliate arrange their own travel, Nu Skin will advise the total amount which will be reimbursed based upon the most cost effective fare to and from the Brand Affiliates' home city to the destination of the event for the event only.
- The Brand Affiliate is to submit adequate receipts for travel prior to any reimbursement.
- Changes to itineraries or cancellations must be coordinated through the Travel Coordinator prior to the intended travel itinerary. This will ensure that all credits and refunds are processed and Nu Skin liabilities concerning cancellation charges are eliminated or reduced as much as possible.
- Any change requests by the Brand Affiliate that incur additional fees will not be reimbursed or covered by Nu Skin.
- The ultimate responsibility for retrieving and compensating lost baggage lies with the airlines. Nu Skin will not reimburse travellers for personal items lost while travelling on business.
- Nu Skin will not accept the cost of additional travel insurance purchased by a Brand Affiliate.
- It is the traveller's responsibility to ensure that all necessary/recommended vaccination and immunisation requirements have been complied with prior to travel. Log on to [www.smartraveller.gov.au](http://www.smartraveller.gov.au) for information on destinations and health requirements for destinations where action is prudent or necessary.

## ACCOMMODATION

- The Travel Coordinator will organise accommodation at Nu Skin's preferred supplier for the event only.
- The Travel Coordinator will only arrange accommodation according to the requirements for the event only.
- Brand Affiliates who wish to extend their stay must advise the Travel Coordinator prior to the intended travel itinerary. Additional accommodation expenses must be covered by the Brand Affiliate.
- Nu Skin will cover the cost of the accommodation requirements, including tax and breakfast, for the event only.
- Brand Affiliates are liable for any and all incidentals, including any other hotel charges such as additional meals, room service etc. **This will require Brand Affiliates to leave all relevant credit card and personal information with the hotel upon check in.**

## TRANSFERS

- The Travel Coordinator will organise a transfer from the airport to the event, return.
- The Brand Affiliate is liable for any additional transfers outside of the above.
- Brand Affiliates may be required to share transfers with other Brand Affiliates.
- In the event of an exception where Nu Skin will reimburse a personal travel expense in lieu of a scheduled transfer please note that **only Uber or Ola ride services will be reimbursed.** Taxi fares will not be reimbursed. The Brand Affiliate is still to submit an adequate receipt for reimbursement.