

FLIGHT CENTRE TRAVEL GROUP™

GLOBAL GATHERING LA VLOG FAMIL (destination familiarisation) TRAVEL POLICY, PROCESS and T&C's

If you have been selected for our Global Gathering 2025 LA VLOG Famil, please refer to the process below.

1. Brand / Discipline Leader approval is required prior to accepting the FAMIL invitation.
2. Seek approval for the appropriate leave to attend the trip.

Important Information and T&C's - please read

- FAMIL travel taken in conjunction with Global Gathering must be by invitation and fully HOSTED by a Global Gathering preferred partner. NOTE Some itineraries may be restricted to or preference will be given to Front Line and Product Selling staff only.
- Only FULL-TIME employees qualified for, and attending the Global Gathering Event and who have completed six (6) months full-time equivalent employment with Flight Centre Travel Group employees may be eligible to attend.
- FAMIL length will vary and will involve part or full supplier funding. It is important that you investigate all details prior to accepting the FAMIL. In some instances, there will be a cancellation fee for non-attendance.
- Travel to and from both Global Gathering and the associated escorted FAMIL must be booked by **FCM Duty Travel**. There will be no reimbursement if event travel is booked outside of the normal Global Gathering Registration process. Any escorted product or FAMIL which has not been offered by an "official GG Partner" will not be covered by this Policy and may not be eligible for associated leave.
- Before accepting, participants must seek and gain approval from their Leader.
- Appropriate leave to attend the FAMIL trip must be applied for and approved prior. You may be eligible for 5 days Educational or Conference leave. If unsure, please refer to your leader. If neither of these leave allocations are available, then Annual Leave must be used. *Note - different Leave allocations may vary by Brand or Geographical regions again please refer to you leader.*
- Ensure that the Duty Travel Team has been advised of all travel extension details pre and post Global Gathering on gg@fcmtravel.com.au
- You must act in accordance with local laws and be respectful to local culture, local laws and others.
- You are responsible for your own personal safety and good behaviour while you are away.

Combining Personal Travel (Bleisure Travel)

Personal Travel may be combined with the GG FAMIL if there is no additional cost incurred by FCTG. Where there is an additional cost i.e. airfare, hotel or transfer is higher than travelling direct for work purposes, you (the employee) must personally fund the difference in cost.

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It is your responsibility to disclose to your leader, and at time of requesting travel, if there is a leisure component to the trip. All Leave must be recorded and approved prior to finalising travel plans.

Daily expense allowance is excluded from any personal component of a combined trip, please refer to the FCTG Global Travel Policy. [Link below.](#)

Travel Insurance

Please note FCTG Company Travel Insurance may not cover personal travel, it is your responsibility to ensure you have appropriate insurance coverage. The FCTG Company Travel Insurance provider varies in regions. Should you need any more information or require assistance making a Travel Insurance Claim please contact your local Travel Team or HR Leader.

Visa Information

It is your responsibility to obtain the relevant Visa or ESTA (Electronic System for Travel Authorization) required from your country of origin for entry into the USA. FCTG will not be responsible if you do not apply for a Visa or ESTA and are denied entry.

Other important Policy Information please read

Code of Conduct

<https://flightcentre.policytech.com/dotNet/documents/?docid=384&app=pt&source=browse>

Global Travel Policy

<https://flightcentre.policytech.com/dotNet/documents/?docid=1408&app=pt&source=browse>

Travel Etiquette Policy

<https://flightcentre.policytech.com/dotNet/documents/?docid=719&app=pt&source=browse>