

Staff Travel guidelines in a nutshell

We enjoy amazing staff travel benefits which enable us and our loved ones to travel around the world.

To help you get the most out of this fantastic benefit and ensure you can enjoy it safely, here's a reminder of the main Staff Travel guidelines. You can read the full guidance on the Travel page on One, while former colleagues should search under FAQs for the Former Staff Travel Guide.

1. Please make sure you take the time to read and understand the Staff Travel terms and conditions that you accept at the time of making your booking or listing.
2. To keep our systems safe, only BA colleagues or former colleagues can make and pay for staff travel bookings. You should never allow a nominee to access or view our systems to make a booking. In line with our Cyber Security guidance, you should always keep your BSafe password safe. You must never share it with anyone.
3. You can share your travel concessions with your family or friends, known as your 'nominees.' You must not share your staff travel benefits with people you don't know.
4. You are responsible for your nominees' behaviour when they are travelling without you. If your nominee is found breaking the rules, your staff travel may be at risk. Please remember to fully brief your nominees on what is expected of them.
5. Please make sure you and your nominees have the correct visa and immigration requirements for the destination you are travelling to.
6. While you can use staff travel to commute to and from work, your nominees can only use it for leisure purposes and not for any other reason, such as commuting or business.
7. As you and your nominees are using Staff Travel, which offers a reduced fare, you are not eligible to apply for any compensation under the EU261 directive if your flight is delayed or cancelled.
8. Occasionally, due to technical issues, there may be an error in your list of available concessions. You must only use concessions that you and your nominees are eligible for. If any additional concessions appear in your list, please raise an FAQ to the People Operations team.
9. Colleagues should not make any financial gain or receive any benefits in kind from nominees using their concessions, or allow breaches of the staff travel guidance. Misuse of Staff Travel concessions could result in disciplinary action or your concessions being removed.
10. If you are ever asked to put someone down as a nominee who isn't a friend or relative, or you have any concerns, you should report it either to your manager, to Corporate Security or via the Whistleblowing Line. For former staff, please email former.staff@ba.com

11. If you have any questions about the Staff Travel Guidance, please raise them via a Staff Travel FAQ. For former staff, please email former.staff@ba.com

Thank you for following these simple tips and guidelines which will help you make the most of this amazing benefit.