



HUMAN
CELL
ATLAS

Human Cell Atlas Travel Policy for Sponsored Guests

Effective Date: 24 April 2023

Revised: 15 October 2026

Scope: This policy applies to all travel funded by Human Cell Atlas awards.

Overview:

- Human Cell Atlas (HCA) will cover the agreed-upon amount (the award) as communicated to you, the sponsored guest, via email from an [HCA staff](#) member.
- The award from HCA can be used toward the sponsored guest's flight, train, or hotel costs. If the award letter states that the sponsored guest will be part of the reserved hotel room block, the sponsored guest should **not** use their award toward a hotel booking.
- All transportation and lodging **must** be arranged and booked through HCA's Travel Management Company, Key Travel. HCA **cannot** disburse the award via any means other than through Key Travel.
- If the sponsored guest requires a visa or other travel authorization documents to enter the country where the HCA event occurs, the sponsored guest **may not** book transportation or lodging through Key Travel until those documents are secured. The sponsored guest will be required to show proof to an [HCA staff](#) member before being permitted to book travel or lodging through Key Travel.
- The sponsored guest is only allowed to travel on the dates indicated on the award letter unless you get written permission from an [HCA staff](#) member in advance.
- The award cannot be applied toward other travel costs, such as meals, taxis, or visa and passport application fees.

- If the award does not cover the full amount of the sponsored guest's flight, train, or hotel, the sponsored guest is responsible for paying the difference. In these cases, a personal credit card will be required to complete the booking with Key Travel.
- Should the sponsored guest choose to use the award toward airfare or train, an economy-class ticket *must* be selected.
- *Use it or lose it:* If the sponsored guest does not use the full award through Key Travel, HCA will keep the remainder.
- Sponsored guests may participate in frequent flyer programmes and use the benefits for personal travel.

General

While attending an HCA meeting or workshop, sponsored guests are expected to participate in the entire duration of the event unless previously discussed and approved by an [HCA staff](#) member.

Should the sponsored guest be part of an HCA hotel room block, they must put a personal credit card on file upon arrival at the hotel for incidentals.

Incidental charges are the responsibility of the sponsored guest, not HCA.

The sponsored guest is responsible for obtaining travel insurance and proper documentation before travel. HCA will **not** pay for sponsored guests' lodging, medical bills, food, flights, or other expenses that arise due to acts of god, flight cancellations, or otherwise.

Sponsored guests are responsible for reading, understanding, and complying fully with HCA's [Code of Conduct](#). *Any infraction of this policy may result in immediate dismissal from the meeting, workshop, or event without warning or refund, and prohibit the individual from attending future HCA events.*

Key Travel Information

You can either call or email an agent to set up travel arrangements through Key Travel.

- **Contacts during their regular days and hours of operation -**
Monday-Friday 8:00am-8:00pm ET
 - **Reservations Telephone Number:** 213-965-9996 / 888-808-8775
 - **Reservations Email:** reservations@keytravelinc.com
- **After Hours Contact Details:**
 - **Email:** reservations@keytravelinc.com
 - **Telephone:** 213-965-9996 / 888-808-8775

When calling or emailing an agent, please be prepared to share the name and date of the event (*as indicated in your award letter*) so they can best support you.

Questions or concerns

For any questions regarding this policy or related to your upcoming travel arrangements, please contact sponsored-guests@humancellatlas.org.