



TEAM MEMBER US TRAVEL

We are thrilled that you are interested in bringing your DCX team member(s) to the United States. We are eager to provide you with valuable details regarding this procedure. Below we have provided useful information, resource links, and what to expect as you go through this process. While it is true that this process requires some time, we are enthusiastic about collaborating with you and your team member to make the most of this amazing opportunity. Should you wish to proceed or have any inquiries, please feel free to contact your DCX Customer Success Manager.

PASSPORT REQUIREMENTS:

The first step to preparing for travel is to obtain or renew a Philippines passport if the team member does not already have one. Here's a [link](#) with helpful information on how to apply for a passport.

Timeline: 12 business days

Cost: Approximately \$20

VISA REQUIREMENTS:

The B-1 visa is for people traveling to the United States temporarily for business purposes. Here's a [link](#) with helpful information on how to apply for a U.S. visa in the Philippines.

Visa interview wait time: Approximately 6 months (see [link](#) for most up-to-date information)

Cost: Approximately \$300

Things to consider while your team member is in the U.S.:

- What will make the trip a success for both you and your team member?
- Lodging
- Transportation
- Daily schedule
- Meals & other expenses
- Reimbursement guidelines & process

Additional information:

- It is important to note that some U.S. visa applications are refused. In these cases, the officer may conclude that the applicant is ineligible for a visa and the applicant will need to start the process from the beginning if they wish to reapply.
- Please visit the DCX Rewards website to send funds to your team member for any travel-related expenses. <https://rewards.delegatecx.com/>
- It is important to allow your team member time to rest upon arrival. Even though the daily schedule will stay the same (working in U.S. hours) you can expect for significant jet lag.

As you move forward, DCX will ask for you to provide:

1. Travel plans (itinerary) as available
2. Completed [travel liability waiver](#)

In addition, there are several alternative options worth exploring. Our DCX US leadership team makes regular trips to the Philippines, and we extend an invitation for you to join us on one of these journeys. Additionally, we are here to support you in coordinating gatherings for your team within the Philippines. This presents an excellent opportunity for team bonding and a chance for you to express gratitude for their dedication. Feel free to contact your DCX Customer Success Manager to initiate a conversation about these alternative possibilities.

