

OCT. 5-8 2022



HUNTSVILLE AL

Travel Stipulations

As you plan your trip, please take note of the following travel stipulations:

- Early arrivals are not permitted.
- All receipts should be submitted to LaKeshia Smith, Administrative Assistant of Enrollment Services & Retention, at lsmith@oakwood.edu with the subject heading “**OU Live Travel Receipt.**”
- Please submit all airline receipts and bus invoices to LaKeshia *before* your arrival or *in person* by **12pm, October 7th, 2022**, to receive the reimbursement.
- Any receipts/invoices submitted after 12pm, October 7th, 2022, **will not** be reimbursed.
- All participants must arrive by 9:00am on Wednesday, October 5th, 2022.
- All participants are to check-out no later than 12pm, October 9th 2022.

Airline Discount Requirements:

Air travel assistance up to \$100 per ticket will be available to groups of five (5) or more traveling on the same flight by a commercial airline. A minimum distance of 1,200 miles round trip is required.

- Assistance is based on one-third of the ticket cost, not to exceed the stipulated \$100 limit per ticket.
- The last day to submit all airline receipts for reimbursement is **Friday, October 7th, 2022, by 12pm (no exceptions)**.
- If you have not previously received a reimbursement for OU Live, you will need to complete a W-9 Form for payment to be processed – **only one (1) check will be cut per group**

Charter Bus Discount Requirements:

Invoice assistance for Charter bus groups of thirty (30) students or more are eligible for travel assistance of up to \$2,500.

- If you would like the reimbursement to be available by October 5th, 2022, the Enrollment Services office must receive bus invoices postmarked before September 12th, 2022 (no exceptions).
- Bus companies should be paid prior to your arrival. All reimbursements will be made out to the participating school.
- Please allow up to three weeks to receive your reimbursement.

Please Note: Accommodations are **not** available for bus drivers.



GOD First!

Enrollment Services and Retention
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