

Travel Stipulations

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

- Early arrivals are not permitted.
- All receipts should be submitted to the office manager of Student Enrollment Services, LaKeshia Smith, 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 noon on October 11th, 2019 to receive the reimbursement.
- Any receipts/invoices submitted **12pm on October 11th, 2019 will not be reimbursed.**
- All participants must arrive by 3:00pm on Thursday, October 10th, 2019.
- All participants are to check out no later than 9am on Sunday, October 11th, 2019.

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 11th, 2019 by 12pm (**no exceptions**).
- If you have not previously received a reimbursement (for OU Live), you will need to complete a W9 Form in order for payment to be processed.

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 10th, 2019, the Enrollment Services office **must** receive bus invoices postmarked before **September 12th, 2019 (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.
- Accommodations are not available for bus drivers.