

Travel Stipulations

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

- Guests arriving prior to October 4th, will be responsible for their housing/meals.
- All receipts should be submitted to the Administrative Assistant of Enrollment Services & Retention, LaKeshia Johnson, at ljohnson@oakwood.edu with the subject heading “OU Live Travel Receipt.”
- Please submit all airline receipts and bus invoices to LaKeshia Johnson before your arrival or in person by 12pm, October 6th, 2023, to receive the reimbursement.
- **Any receipts/invoices submitted after 12pm, October 6th, 2023, will not be reimbursed.**
- All participants must arrive by 9:00am on Wednesday, October 4th, 2023.
- All participants are to check out no later than 12pm, October 8th 2023.

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 (no exceptions).

- 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 6th, 2023, by 12pm (no exceptions).
- If you have not previously received a reimbursement for OU Live, you will need to complete a W9 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 4th, 2023, the Enrollment Services office must receive bus invoices postmarked before September 13th, 2023 (no exceptions).
- Bus companies should be paid by your group **prior** to your arrival. All reimbursements will be made out to the participating school.
- Please allow a minimum of three weeks to receive your reimbursement.

Please Note: Accommodations are **not** available for bus drivers, please make alternate arrangements.