



OAKWOOD LIVE

TRAVEL REIMBURSEMENT

Oakwood University wants to make your OU LIVE experience a pleasant one. We pledge our support to guests to offer this experience to as many prospective “Oakwoodites” as possible! However, there are important planning details that you should know as it relates to your travel to OU LIVE 2024:

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 4th, 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 on October 2nd, 2024, Admissions must receive bus invoices postmarked by September 12th, 2024 (**no exceptions**).
- Bus companies should be paid **prior** to your arrival – **we will not pay your driver.** All reimbursements will be made out to the participating school.
- Please allow up to **three weeks** to receive your reimbursement for submissions **after September 12th.**

Please Note: Accommodations are not available for bus drivers. Please plan accordingly.

Additional Considerations:

- Early arrivals will not be accommodated for transportation or housing.
- Any receipts/invoices submitted after 12pm, October 4th, 2024, **will not** be reimbursed.
- All emailed receipts should be submitted to oakwoodlive@oakwood.edu. The subject line should clearly read: **“OU Live Travel Receipt.”**
- Submit all airline receipts and bus invoices to **Admissions** before your arrival or **in person** by **Friday, October 4th, 2024 at 12:00 pm**, to receive the reimbursement – Admissions will be in the Millet Activity Center.
- All participants are to check-out of the Residence Halls no later than 10AM October 9th, 2024.