XPERIENCE OAKWOOD LIVE! we got next

Oakwood University
Oct. 10-13, 2019

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 **after noon 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 by 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 noon (**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 **forty (40) students or more** are eligible for travel assistance of **$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)**.
- If you have not used the bus company previously (for OU Live), they will need to complete a W9 Form in order for payment to be processed by accounting.
- Accommodations are not available for bus drivers.

Oakwood University
GOD First!
Enrollment Services
7000 Adventist Boulevard, NW
Huntsville, Alabama 35896
WWW2.OAKWOOD.EDU/OULIVE | 256-726-7356 | FX. 256-726-7154