

XPERIENCE OAKWOOD LIVE!

Oct. 6-9, 2021



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 Administrative Assistant of Student Enrollment Services & Retention, 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 12pm, October 8th, 2021, to receive the reimbursement.
- Any receipts/invoices submitted after 12pm, October 8th, 2021, will not be reimbursed.
- All participants must arrive by 9:00am on Wednesday, October 6th, 2021.
 - If you need special accommodations for your arrival time, please contact LaKeshia Smith.
- All participants are to check out no later than 12pm October 10th 2021.

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 8th, 2021, 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 8th, 2021, the Enrollment Services office must receive bus invoices postmarked before September 12th, 2021 (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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