



Travel Stipulations

- Due to Oakwood Live starting earlier, no early arrivals are permitted!
- All receipts should be submitted to the office manager of Enrollment Services at lsmith@oakwood.edu with the subject heading "OU Live Travel Receipt."
- Please submit all airline receipts and bus invoices to our office by noon on October 4th, 2018 to receive the reimbursement.
- Any receipts/invoices submitted **after October 5th, 2018 will not be reimbursed**. The Oakwood Live accounts must be closed for administrative purposes.

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 5th, 2018 by noon.
- All participants must arrive by 3:00pm on Wednesday, October 3rd, 2018.
- All participants are to check out by 9am on Sunday, October 7th, 2018.

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 3rd, 2018, the Enrollment Services office **must** receive bus invoices postmarked before **September 12th, 2018**.
- 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.