OAKWOOD UNIVERSITY
Admissions and Recruitment

Travel Stipulations:

- Due to Oakwood Live starting earlier, no early arrivals are permitted!
- All receipts should be submitted to the office manager of Admissions and Recruitment at lsmith@oakwood.edu.
- Please submit all airline receipts and bus invoices to our office by noon on October 6, 2017 to receive the reimbursement.
- Any receipts/invoices submitted **after** **October 6, 2017** **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 same flight** by a commercial airline. A minimum distance of 1200 miles round trip is required.

- Assistance is based on one third of the ticket cost not to exceed the stipulated $100 limit per ticket.
- Last day to submit all airline receipts for reimbursement is Friday - October 6, 2017 by noon (**No Exceptions**).
- Arrival: All participants are scheduled to arrive by 3:00 p.m. on Wednesday, October 4, 2017.
- Departure: All participants are to check out by **9 a.m.** on Sunday, October 8, 2017.

Charter Bus Discount Requirements:

- Charter bus groups of **40 students** or more are eligible for travel assistance of **$2,500**.
- If you would like the reimbursement to be available by October 4, the Admissions and Recruitment office **must** receive bus invoices postmarked before **September 13, 2017** (**No Exceptions**).
- If you have not used the bus company previously, they will need to complete a **W9 Form** in order for payment to be processed by accounting.
- Accommodations are not available for bus drivers