



Out for Undergrad (O4U) Travel & Logistics Policies **2025**



Introduction

Out for Undergrad (O4U) is committed to providing student conference attendees with the travel assistance they need to attend O4U conferences. To best serve all students using the organization's finite resources, O4U will adhere to the following Travel and Lodging Policies and Procedures Guide.

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General Guidelines and Expectations

How is my travel accommodation booked?

- All O4U travel is booked through an intermediary. Attendees are not permitted to book their own travel or accommodation unless expressly authorized.
- Personal expenses of any kind will not be reimbursed unless specifically approved in advance by O4U's Chief of Staff or Executive Director.
- Upon acceptance to any O4U event or conference, applicants' travel to and from the conference will be booked based on the closest travel hub to their campus, unless other travel is specified and is reasonably closer to the event location.
- O4U utilizes each attendee's school location to determine travel accommodation. However, a student's permanent home location may be utilized in certain cases if requested and approved in advance, based on cost comparison. **All O4U-purchased travel must depart and return from the same location.**
- O4U sets a cap on fares each year based on market research based on economy flights with one stop and the lowest-cost departure airport for our approved airlines. If a ticket exceeds the cap due to the request of a participant, such as flight time or departure airport, the participant may elect to pay the difference.

Will I be reimbursed for checked baggage?

- O4U does not pay for checked baggage but will ensure that each attendee is permitted a carry-on and a personal item.

How am I expected to communicate with the travel intermediary?

- Attendees are expected to respond to O4U proposed travel messages within 48 hours and all tickets must be confirmed at least 2 weeks before the conference starts. Conference attendance will be impacted if tickets are not confirmed in a timely manner.
- All after-hours flight support is provided by our intermediary and will adhere to the after-hours travel policies adopted by the intermediary.

What costs am I personally responsible for?

- Participants are responsible for transportation to and from the bus/train station or airport at their departure and arrival location; this expense is not covered by O4U. Participants experiencing financial hardships should contact the Chief of Staff to discuss their situation.
- Once travel is booked and tickets are provided, participants are responsible for all travel-related tasks like bookmarking travel emails, saving tickets to devices (phone/laptop), working with travel companies, etc.

What happens if I missed my scheduled flight or other accommodation?

- Participants who miss their scheduled travel accommodation should contact O4U's Chief of Staff (amanda@outforundergrad.org) along with one of the following based on how their travel was booked: Travel & Logistics Team (o4utrans@outforundergrad.org) and/or O4U's travel agency at o4u@frosch.com. It may not be possible to rebook travel without penalty, additional cost to the attendee, and/or significant loss of conference attendance time in which case O4U reserves the right to discontinue the participant's attendance at the conference.
- Generally, O4U will cover additional travel costs related to events outside the control of the attendee that happen on the day of travel, such as weather delays/cancellations. In cases of trip interruptions determined to be the fault of the attendee, such as not arriving to the airport in time due to traffic, or other preventable situations, O4U will not cover the costs of rebooking, and the attendee is responsible for any additional costs incurred.
- Travel delays and cancellations may occur. O4U will work with attendees to assist when possible; however, O4U will defer to airline-provided travel disruption resolutions and cannot provide or book new tickets for a student due to a delayed or canceled flight.

What if I need a visa to attend the conference?

- Attendees are personally responsible for any international visa needs and/or processes. More information about whether a visa is needed for travel to the US for international attendees is available at travel.state.gov/content/travel/en/us-visas.html.
- **O4U cannot assist with visa application processes.** O4U can and will provide a letter of invitation if required, upon request.
- Additionally, attendees are responsible for ensuring that they stay up-to-date and knowledgeable of any travel advisory updates from their respective countries.

What about health insurance or if I feel sick before a conference?

- Attendees are personally responsible for ensuring they have health insurance which is valid in the conference location (United States) for the duration of the conference in the unfortunate case of health emergencies.
- Participants should not get on a plane/train/bus if they are ill. Attendees should contact O4U's Chief of Staff if you are feeling ill prior to their departure to the conference.

What documents need to be completed before the conference?

- All O4U required paperwork must be completed in advance of any travel. This includes, but is not limited to the Code of Conduct, Photo/Video Release, and the Health and Safety Waiver. This paperwork will be collected as part of the conference registration process.

Does O4U make accommodation for students with special needs?

- Out for Undergrad is committed to inclusion of all students. Consistent with the Americans with Disabilities Act (ADA) and federal and state laws, O4U will make reasonable accommodations for individuals with disabilities. Additional accommodations, such as those for religious needs, will also be supported whenever possible.
- If accommodations are needed to participate in a conference experience, please contact the individual conference director or O4U's Chief of Staff.

Transportation

Can I choose my mode of transportation?

- The O4U Travel & Logistics team will determine the best mode of transportation considering location, cost, and time. Out for Undergrad utilizes multiple forms of transit including car/rideshare, bus, train, and/or plane.
- Any participant up to a 6-hour radius of the conference host city will be booked on bus or train tickets.
- There may be cases in which O4U will deem a plane ticket to be the better course of travel for someone within this radius and that decision will be communicated to the traveler.

- Participants attending a college/university 6 or more hours from the host city will be booked flights through O4U's intermediary.

On what day will I arrive for my conference?

- A participant's travel accommodation will be booked to arrive on the day their conference starts unless otherwise communicated by the O4U Staff team. Return trip travel will be scheduled to depart on the last day of the conference.

What if I want to arrive early or depart later?

- O4U is not responsible for any attendee changes or additions to this timeline, such as a desire to arrive early or depart late for personal reasons.
- Participants wanting to arrive early to or depart late from the conference location may not do so on an O4U purchased ticket.
- Participants have the option to book an on-time, in policy, one-way ticket through O4U for arrival or departure and then personally book and pay for an additional one-way ticket to accommodate their desired travel plans.
- As a reminder, O4U can only book students to and from their school location or their home of record location (with advance-notice approval from O4U Chief of Staff), so long as the cost is reasonable. O4U cannot book travel for attendees with other personal arrangements, such as travel to other cities.

What if I have an unforeseen conflict like a test or emergency?

- Attendees who cannot travel within the designated conference travel timing due to pre-communicated conflicts such as other conference attendance, weddings, funerals, illness, emergencies, etc. should contact O4U's Chief of Staff.

Lodging

Will I have to share a room?

- For standard overnight accommodation, attendees will be assigned a room with one or more roommates but will be ensured that each attendee has their own bed.
- Roommate requests are handled differently for each conference and may not be accepted. If accepted, roommate requests cannot be guaranteed.

Can I request a special accommodation for a single room?

- For other rooming accommodations, such as the need for a single room or the accommodations for a service animal, supporting documentation for the request must be provided.
- The documentation must come from an official source such as from a medical provider or directly from the attendee's school.
- All documentation must be received at least four weeks in advance of conference dates.

Will the hotel ask for a credit card upon check-in?

- Yes, O4U attendees must provide a credit card to the hotel for incidental charges. If an attendee does not have access to a credit card, **it must be disclosed on their conference registration form.**

If I arrive early or stay longer, will O4U pay for my lodging?

- No, if a participant arrives prior to the start of conference programming or stays after the end of the conference programming, O4U will not provide lodging for that time.

Key Contacts

O4U Chief of Staff	amanda@outforundergrad.org
O4U Travel & Logistics Team Lead	gabriel.sanchez@outforundergrad.org
Frosch Travel Agency (Flights Only)	o4u@frosch.com
O4U Travel & Logistics Team (Train/Bus)	o4utransport@outforundergrad.org