



Student Travel and Lodging Policies and Procedures

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

General Guidelines and Expectations

- All O4U travel is booked through an intermediary. Attendees are not permitted to book their own travel or accommodations.
- 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 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.
- O4U does not pay for checked baggage, but will ensure that each attendee is permitted a carry on and a personal item.
- All afterhours flight support is provided by our intermediary and will adhere to the after hours travel policies held by the 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.
- 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.

- Participants who miss their scheduled travel accommodation should contact the Travel & Logistics team lead and the Chief of Staff; however, 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 cancel the participant's attendance.
- 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.
- Attendees are personally responsible for any international visa needs. 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.
- 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.
- 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

- Any participant up to a 6 hour radius of the conference host city will be booked 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.
- Out for Undergrad utilizes multiple forms of transit including car/rideshare, bus, train, and/or plane. Participant's travel accommodations will be booked to arrive on the day of the conference start, unless no reasonable schedule can be achieved on that day. In this event, travel will be booked for the day prior to the conference in consultation with the attendee. Return trip travel will be scheduled to depart on the last day of the conference.
- 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, 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.
- 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

- For standard overnight accommodations, attendees will be assigned a room with one or more roommates, such 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.
 - 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.
- O4U attendees must provide a credit card to the hotel for incidental charges. If an attendee does not have access to a credit card, they must disclose that on their conference registration form.
- 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 or meals for that time period.