



# Out for Undergrad (O4U) Travel & Logistics Policies 2026



# 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.

- Introduction..... 1**
- General Guidelines and Expectations..... 2**
  - How is my travel accommodation booked? ..... 2
  - Will I be reimbursed for checked baggage? ..... 2
  - How am I expected to communicate with the travel intermediary? ..... 2
  - What costs am I personally responsible for? ..... 3
  - What happens if I missed my scheduled flight or other accommodation? ..... 3
  - What if I need a visa to attend the conference? ..... 3
  - What about health insurance or if I feel sick before a conference?..... 4
  - What documents need to be completed before the conference?..... 4
  - Does O4U make accommodation for students with special needs? ..... 4
- Transportation..... 5**
  - Can I choose my mode of transportation?..... 5
  - On what day will I arrive for my conference? ..... 5
  - What if I want to arrive early or depart later?..... 5
  - What if I have an unforeseen conflict like a test or emergency? ..... 6
- Lodging ..... 6**
  - Who is eligible for a hotel room?..... 6
  - Will I have to share a room? ..... 6
  - Can I request a special accommodation for a single room? ..... 6
  - Will the hotel ask for a credit card upon check-in? ..... 6
  - If I arrive early or stay longer, will O4U pay for my lodging?..... 7
- Key Contacts ..... 7**
- Travel Basics..... 7**

# 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 Deputy Executive Director or Executive Director.
- Upon acceptance to any O4U event or conference where travel is provided, the attendee's 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.
- Flight time to or from the conference location cannot exceed 10 hours, excluding layovers. For example, an itinerary with 2 flight segments and a layover has scheduled flight travel time of 8 hours, 20 minutes for the first flight, 3 hours layover, and 4 hours for the second flight, the total flight time is 12 hours, 20 minutes which is not authorized. Travel will not be provided to students who are based in locations that are outside of this travel perimeter.

## 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 Deputy Executive Director 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), checking in for their flight and receiving their boarding pass, 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 Deputy Executive Director ([amanda@outforundergrad.org](mailto:amanda@outforundergrad.org)) along with one of the following based on how their travel was booked: Travel & Logistics Team ([o4utrans@outforundergrad.org](mailto:o4utrans@outforundergrad.org)) and/or O4U's travel agency at [o4u@frosch.com](mailto: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, TSA wait times, 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](https://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.
- Visa approval must be received at least four weeks before the conference start for O4U to book flights. If approval is delayed, contact your O4U representative or Deputy Executive Director. Travel cannot be guaranteed.

## 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 Deputy Executive Director if you are feeling ill prior to their departure to the conference.
- Please ensure you read through the [O4U Health & Safety Waiver](#).

## 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 Deputy Executive Director.

## 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 **before** their conference starts if the start time is prior to 10am (which is the case for our 2026 conference experiences) unless otherwise communicated by the O4U team. Return trip travel will be scheduled to depart on the day designated by O4U. Attendees will be provided the lowest cost ticket option on these days which may necessitate early/late arrivals/departures.

### 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 Deputy Executive Director), so long as the cost is reasonable. O4U will not 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 Deputy Executive Director at [amanda@outforundergrad.org](mailto:amanda@outforundergrad.org). Please keep in mind that prepaid fees may be **non-refundable**.

## Lodging

### Who is eligible for a hotel room?

- Generally, those that live in the city where the conference is being held are expected to commute from their homes or schools. For the purposes of this policy, if you live within a one-hour commute of the conference location, you are expected to take local transportation options to and from the conference at your own expense. All others are eligible for a hotel room. Please reach out to the O4U Deputy Executive Director if you have a special circumstance.

### 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 Executive Director	<a href="mailto:cindi@outforundergrad.org">cindi@outforundergrad.org</a>
O4U Deputy Executive Director	<a href="mailto:amanda@outforundergrad.org">amanda@outforundergrad.org</a>
O4U Travel & Logistics Team Lead	<a href="mailto:gabriel.sanchez@outforundergrad.org">gabriel.sanchez@outforundergrad.org</a>
Frosch Travel Agency (Flights Only)	<a href="mailto:o4u@frosch.com">o4u@frosch.com</a>
O4U Travel & Logistics Team (Train/Bus)	<a href="mailto:o4utrans@outforundergrad.org">o4utrans@outforundergrad.org</a>

## Travel Basics

- Once a participant is confirmed for an air travel reservation paid for by O4U, the student **must** remember to check-in for the flight either online at least 24 hours prior to the departure, or in-person at the airport at least 2-3 hours prior to the departure. Your reservation confirmation from the travel agency is not an allowable document to pass through TSA security checkpoints and you will be sent to the back of the line. Plan ahead and do not miss your flight. O4U cannot rebook travel for you in this situation.
- Remember to review baggage weight restrictions for your flight with your airline's website. O4U does not pay for checked baggage. However, all O4U fares come with a carry-on bag included.
- If you have a layover in your flight itinerary, please be mindful of boarding times and new gate information/terminal change(s) for your follow-on flight. O4U is not able to rebook you if you miss your connecting flight due to reasons within your own control. The airline will assist you in rebooking if you miss a flight due to weather or other delays that are outside of your control.
- Train and bus reservations require a copy of the ticket either printed out or digital copy that will be presented at the time of boarding. Please ensure you arrive at your train or bus pick-up location at least 30 minutes before your scheduled departure. Check local bus and train websites for delays or other notifications.
- Read through the O4U Safety Guidelines document and be sure to keep yourself safe throughout your journey.
- Refer to the in-and-around guidance for local travel recommendations. This will be provided upon confirmation of your travel ticket.