



## **TRANSPORTATION ASSISTANCE GUIDELINES & PROCEDURE**

Transportation Assistance is available to Full Campership recipients. Partial Campership recipients are not eligible for Transportation Assistance through A Thousand Summers (ATS) at this time. To determine eligibility, see the Campership Agreement or contact the Campership office at the number listed below.

### **Transportation Assistance Guidelines**

In the case where a family lives four hours or less from camp, the family will drive their camper to and from camp. The family will determine camp start and end dates, arrival check-in time window and departure pick-up time window. The family will determine who will drive the camper to and from camp, when they need to leave to get to camp within the check-in window, confirm directions to camp, etc.

In the case where a camp offers shuttle/bus service between camp and an airport or city within four hours of the camper's home, the family will drive the camper to meet the camp bus. Contact the camp for details and to make reservations for this service. The camp will bill ATS for shuttle/bus fees.

In the case where a camper lives more than four hours from camp or a camp bus/shuttle pick-up point, the camper will fly to camp. The family is responsible for coordinating air transportation. Contact the camp to inquire about transportation coordination services, group flights, etc. ATS will reimburse flight and UM fees that meet ATS Transportation Guidelines as well as shuttle/bus fees incurred for the airport to and from the camp.

In order for a flight to be eligible for ATS reimbursement, follow the guidelines below when booking the flight.

- Book the flight according to the camp specified arrival and departure date and time window listed in camp materials.
- Prioritize Southwest Airlines (lower fares, lower UM fees, free baggage, no change fees) then Delta or American (no UM for 15 year olds or older) then United,
- Select an Economy seat. No Business Class or First Class seat fees will be reimbursed.
- UM fees will be reimbursable where they are required by the airline based on the camper's age.
- Book the flight no later than April 1st.
- Car transportation expenses (gas, hotels, food, etc.) are not reimbursable.
- Parent and mentor transportation costs are not reimbursable.

ATS offers flight arrangement assistance through XYZ Travel Agency. In the case where the camper qualifies for a Full Campership, the travel agency will bill ATS for the booking fee, flight and UM fees that meet ATS Transportation Guidelines. In the case where the camper does not qualify for a Full Campership, the family will be responsible for all fees.

**Transportation Assistance Request Procedures:**

1. Request Transportation Assistance on the Transportation Assistance form in the Campership Application.

**Transportation Reimbursement Procedures:**

1. Reimbursements will only be considered for transportation that follows the Transportation Assistance guidelines.
2. Complete the [ATS Request for Reimbursement](#) form available on the Camper Resources page at [www.athousandsummers.org](http://www.athousandsummers.org)
3. Attach original receipt(s) with pre-approved item(s) circled.
4. Mail or email completed **ATS Request for Reimbursement** form and all receipts to:

ATS

Attn: Karen Smith/Request for Reimbursement

1420 N Ogden Street, Suite 102

Denver CO 80218

[karen.smith@athousandsummers.org](mailto:karen.smith@athousandsummers.org)