



## **TRANSPORTATION ASSISTANCE PROGRAM GUIDELINES & PROCEDURES**

A Thousand Summers (ATS) funds transportation expenses to and/or from camp upon request from families enrolled in the Full Campership Program. Partial Campership Program families are not eligible for support from our Transportation Assistance Program. To determine which program you are enrolled in and your eligibility for Transportation Assistance, refer to your Campership Program Agreement or contact the ATS Programs office at the number listed below.

### **Transportation Assistance Program Guidelines**

In the case where a family lives within a four hour drive of camp, the family will be expected to drive their child to/from camp. The family will determine the camp's start and end dates, arrival check-in time window and departure pick-up time window. The family will determine who will drive the child to and/or from camp, when they need to leave to arrive at camp within the required check-in window, confirm directions to camp, etc.

In the case where a camp offers shuttle/bus service between the camp and an airport or city within four hours of the family home, the family may choose to drive the child to meet the camp shuttle/bus. The family must contact the camp for details and to make reservations for this service. For eligible families ATS will pay shuttle/bus fees.

In the case where a family lives more than a four hour drive from the camp or one of the camp's bus/shuttle pick-up points, the family may choose for their child to fly to camp. The family is responsible for coordinating the booking of the required airline ticket(s). See Transportation Booking below for assistance. The family should contact the camp to inquire about transportation coordination services, group flights, etc. ATS will reimburse the flight, unaccompanied minor (UM) fees, and baggage fees that meet ATS Transportation Guidelines as well as any shuttle/bus fees incurred between the airport and the camp.

### **In order for travel expenses to be eligible for ATS coverage, the following guidelines must be followed:**

- The airline ticket must be booked no later than March 1st.
- The airline ticket must be booked in accordance with the camp's specified arrival and departure date and time window listed in the camp's materials.
- Choice of airline should be prioritized in the following order: Southwest Airlines (lower fares, lower UM fees, free baggage, no change fees) then Delta or American Airlines (no UM for 15 year olds or older), then United Airlines, and other carriers.

- The airline ticket purchased must be an Economy Class ticket. No Business Class or First Class tickets will be reimbursed.
- UM fees will be covered where they are required by the airline based on the camper's age.
- Car transportation costs (gas, hotels, food, etc.) are not covered.
- Parent and mentor transportation costs are not covered.

**Transportation Assistance Request Procedure:**

1. Full Campership recipients may request Transportation Assistance by submitting the Transportation Assistance form located in the Campership Application. Partial Campership recipients are not eligible for Transportation Assistance.
2. Transportation Assistance approval will be listed on the ATS Campership Agreement.

**Transportation Booking Procedure:**

In order to book flight travel arrangements, all ATS families may either:

1. Book flights independently following all camp requirements. Full Campership recipients who have been approved for ATS Travel Assistance must also follow the ATS Transportation Assistance Guidelines.
2. Or contact the ATS Travel Partner for assistance with booking flights. Booking fees will apply.

**Highlands Ranch Travel  
Dan Kraft, CTC  
303-791-2311 x 103  
www.hrtvl.com**

In the case where the family is enrolled in the Full Campership Program and have been approved for ATS Travel Assistance, qualifying travel fees incurred through our travel agency partner will be billed to ATS including the travel agent booking fee, flight and UM fees. The reimbursement process would not be necessary. In the case where the Full Campership family books flights independently, they may seek reimbursement for qualifying fees following the procedures outlined below.

In the case where the family is enrolled in the Partial Campership Program, the family is welcome to utilize the ATS Travel Partner services but the family will be responsible for all transportation fees including the travel agent booking fee, flight and UM fees. Partial Campership families will not be eligible for any transportation fee reimbursement.

**Transportation Reimbursement Procedure:**

1. Reimbursements will only be considered for transportation that follows the Transportation Assistance Program guidelines which is only available for families on the Full Campership Program.
2. Complete the [ATS Request for Reimbursement](#) form available in the ATS account and on the Program Resources page at [www.athousandsummers.org](http://www.athousandsummers.org).

3. Attach original receipt(s) with pre-approved item(s) circled. Attach full camper flight itinerary.
4. Mail or email the completed **ATS Request for Reimbursement** form and all receipts to:

A Thousand Summers  
Attn: Kristen Peterka/Request for Reimbursement  
1420 N Ogden Street, Suite 102  
Denver CO 80218  
[kristen.peterka@athousandsummers.org](mailto:kristen.peterka@athousandsummers.org)

5. ATS will submit reimbursement for qualified purchases by check within 60 days of receipt.

If you have any questions, contact Kristen Peterka, ATS Programs Coordinator, at [kristen.peterka@athousandsummers.org](mailto:kristen.peterka@athousandsummers.org), 720-981-2532 x 103.