



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 Contract 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. ATS does not cover car transportation costs.

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 will be expected 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). The family will follow the Transportation Booking instructions below. For eligible families, ATS will pay flight, unaccompanied minor (UM) fees, and baggage/shipping fees that meet the following 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:

- 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.
- The airline ticket must be booked no later than March 15th.
- 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 covered.
- Unaccompanied Minor 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 Booking Procedure:

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

1. Contact the ATS Travel Partners for assistance with booking flights.

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

Highlands Ranch Travel
Linda Eyer, CTC
303-791-2311 x 105
linda@hrtvl.com
www.hrtvl.com

2. 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.

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 and 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.
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:

Revised February 2024

A Thousand Summers
Attn: Karen Smith/Request for Reimbursement
1420 N Ogden Street, Suite 102
Denver CO 80218
karen.smith@athousandsummers.org

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

If you have any questions, contact Karen Smith, ATS Programs Director, at karen.smith@athousandsummers.org or 720-981-2532 x 102.