

## Transportation Information

We look forward to hosting you for Showcase Sherman Weekend. We ask that you take advantage of our transportation services throughout the weekend. Please see important transportation information below for **ALL** participants.

Sherman College will provide daily transportation to and from the event hotel and the campus of Sherman College for Showcase Sherman Weekend activities. In addition, Sherman College will provide transportation from the local airports to the event hotel (and back) for those who arrive and depart during the required airport times (see below).

Airport pick-up and drop-off times are determined by the flight itineraries received from attendees. If scheduled transportation times provided by Sherman College do not fit your needs, you will be responsible for your own transportation. Your flight itinerary must be received 3 weeks prior to the event weekend in order to schedule the pick-up/drop-off times accordingly. Please e-mail your itinerary to [admissions@sherman.edu](mailto:admissions@sherman.edu) as soon as possible.

**Airport Times:** Sherman College provides complimentary shuttles from the Charlotte-Douglas International Airport (CLT) and from the Greenville-Spartanburg International Airport (GSP) to the event hotel on Thursday and returning to those airports on Sunday of Showcase Sherman Weekend.

- Airport pick-up times on event **Thursday** will be between **8:00 a.m.** and **8:00 p.m.**
- Airport drop-off times on event **Sunday** will be between **7:00 a.m.** and **12:00 p.m.** All other flight times will need to have personal transportation arrangements at no cost to the college.

**\*\*IMPORTANT\*\*** *Transportation will also be provided to and from the event hotel and campus on Friday and Saturday. If you are staying at the event hotel, we recommend you use the transportation provided by the college. Shuttle times will be posted on material distributed upon check-in to the hotel. If scheduled transportation times do not fit your needs, you will be responsible for your own transportation to and from the college. If you would like to visit more of the area during your visit to Spartanburg, you will need to provide personal transportation via Uber, Lyft, taxi, or car rental.*

## Travel Reimbursement Procedures

- To see if you qualify, you must first speak to an admissions representative. Transcripts are required for documentation and all travel reimbursement to verify eligibility prior to arrival to campus for visit. **DO NOT SCHEDULE FLIGHTS OR OTHER ARRANGEMENTS WITHOUT QUALIFICATION CONFIRMATION FROM AN ADMISSIONS REPRESENTATIVE. SHERMAN COLLEGE WILL NOT BE RESPONSIBLE FOR ANY COSTS ASSOCIATED WITH PRE-QUALIFIED ARRANGEMENTS.**
- Domestic students, living inside the contiguous U.S., who live over 200 miles from campus are eligible for travel reimbursement for up to \$400. Students from outside the contiguous U.S. are eligible for up to \$600 for travel reimbursement.
- Travel reimbursement applies to the prospective student's expenses **ONLY**. Guests of prospective students are not eligible for travel reimbursement.
- Health profession advisors, college advisors, faculty members from undergraduate schools are also eligible for travel reimbursement. Travel reimbursement receipts must be received no later than 2 weeks after the event. Upon approval from the executive administration, the travel expenses for advisors may be reimbursed in full.
- If a check is returned to the college due to a bad address or if the college has to stop payment on a check because of a bad address, any fees associated with that process will be subtracted from the student's reimbursement.
- The following are the **ONLY** acceptable travel expenses eligible for reimbursement, with corresponding receipts: airline charges, train or bus tickets, tolls, gas and/or car rental charges.

- Itemized (detailed) receipts must be provided in order to receive travel reimbursement. Receipts must be turned in to the enrollment services department for processing. **All receipts must show date of purchase and proof of purchase, displaying the method of payment.**
- **IMPORTANT:** The deadline for **ALL** travel reimbursement is 2 weeks after event or campus visit and can be submitted to [admissions@sherman.edu](mailto:admissions@sherman.edu) .