

Showcase Sherman Weekend

Transportation & Travel Reimbursement Information

We look forward to welcoming you to Sherman College for Showcase Sherman Weekend! To help make your visit as easy and enjoyable as possible, please review the transportation and travel reimbursement information below.

Transportation During Showcase Sherman Weekend

Sherman College will provide complimentary shuttle transportation between the event hotel and the Sherman College campus for Showcase Sherman Weekend activities on Friday and Saturday.

If you are staying at the event hotel, we strongly encourage you to use the transportation provided by the college. Shuttle times and additional transportation details will be provided when you check in at the hotel.

If the scheduled shuttle times do not meet your travel needs, you will be responsible for arranging your own transportation to and from campus.

Please note that Sherman College transportation is provided for scheduled Showcase Sherman Weekend activities only. If you plan to explore the Spartanburg area during your visit, you will need to arrange and pay for your own transportation, such as Uber, Lyft, taxi, or a rental car.

Travel Reimbursement

Sherman College offers travel reimbursement to eligible prospective students traveling to campus. Please review the following information carefully.

Reimbursement Eligibility

Prospective students who live more than 100 miles from campus may be eligible for travel reimbursement of up to \$400.

Travel reimbursement applies to expenses incurred by the **prospective student only**. Travel expenses for guests are not eligible for reimbursement.

Health profession advisors, college advisors, and faculty members from undergraduate institutions may also be eligible for travel reimbursement. With approval from executive administration, eligible advisor travel expenses may be reimbursed in full. Receipts must be submitted no later than two weeks after the event.

Eligible Travel Expenses

The following are the **only** travel expenses eligible for reimbursement when accompanied by appropriate receipts:

- Airline expenses
- Train or bus tickets
- Tolls
- Gas expenses
- Car rental expenses

Expenses not listed above are not eligible for travel reimbursement.

Receipt Requirements

Itemized receipts are required for all reimbursement requests. Receipts must include:

- Date of purchase
- Proof of purchase
- Method of payment

Receipts must be submitted to the Enrollment Services Department for processing.

Reimbursement Deadline

All travel reimbursement requests and required receipts must be submitted within two weeks of the Showcase Sherman Weekend event or campus visit. You will receive a link after the event to upload your receipts.

Important Mailing Information

Please make sure Sherman College has your current and complete mailing address. If a reimbursement check is returned due to an incorrect address, or if the college must stop payment on a check because of an incorrect address, any associated fees will be deducted from the student's reimbursement.

We are excited to welcome you to Sherman College and look forward to seeing you at Showcase Sherman Weekend!