

## Transportation Information

Thank you for registering for Showcase Sherman Weekend. We ask that you take advantage of our transportation services throughout the weekend. Parking on campus will be limited due to the large number of guests on campus. Please see important transportation information below for **ALL** participants.

Sherman College will provide transportation to and from Showcase Sherman Weekend to assist with travel between the airport to the hotel and between the host hotel to the campus.

We encourage that all participants should arrange flights between the below airport times. Pick-up and drop-off times are determined by the flight itineraries received from attendees. If scheduled transportation times 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 to the hotel on Thursday and returning to the airport on Sunday of Showcase Sherman Weekend (Charlotte-Douglas International airport).

- CLT Airport pick-up times on event **Thursday** will be between **10:00 a.m.** and **6:00 p.m.**
- CLT 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 hotel on Friday and Saturday. If you are staying at the hotel we request that 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 may be responsible for your own transportation to and from the college. If you would to visit more of the area during your visit to Spartanburg, you will need to provide personal transportation via Uber, 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 ARRANGMENTS WITHOUT QUALIFICATION CONFIRMATION FROM AN ADMISSIONS REPRESENTATIVE. SHERMAN COLLEGE WILL NOT BE RESPONSIBLE FOR ANY COSTS ASSOCIATED WITH PRE-QUALIFIED ARRANGEMENTS.**
- Domestic students who live over 200 miles from campus are eligible for travel reimbursement for up to \$300. Students from outside the continental U.S. are eligible for up to \$500 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.
- Itemized (detailed) receipts must be provided in order to receive reimbursement. Receipts must be turned in to the enrollment services department for processing.
- The following are the **ONLY** acceptable travel expenses: airline, train or bus tickets, gas and/or car rental receipts.
- **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) .