

# **DELTA SIGMA PI PRESIDENTS' ACADEMY**

## **TRAVEL GUIDELINES**

### ***As of 11/2023***

#### **Cancellation of Attendance at Presidents' Academy**

In the event you need to cancel your attendance at the Academy, you (the traveler) must contact the Fraternity's Travel Agent immediately at [patravel@dsp.org](mailto:patravel@dsp.org) or call 815-979-7043. It is the responsibility of the traveler to make certain that all airline, train, hotel, car and shuttle services are canceled. If the Travel Agent cannot be reached, the traveler must contact the airline/train and Central Office staff meeting host, as soon as possible.

If the airline ticket is nonrefundable, a credit will be issued in the traveler's name for future travel on that airline minus the exchange fees. The credit is good for travel up to one year after the ticket issue date.

The full cost of the airline ticket (train or other) as paid by Delta Sigma Pi will be due from the traveler within 30 days of cancellation. If the traveler does not submit reimbursement of the cost to the Central Office within that 30 days, their respective chapter will be invoiced for the amount.

Special circumstances for cancellation will be considered on a case-by-case basis for emergency requests.

#### **Change Requests for Travel to Presidents' Academy**

In the event you need to change your travel plans for attendance at the Academy, you (the traveler) must contact the Fraternity's Travel Agent immediately at [patravel@dsp.org](mailto:patravel@dsp.org) or call 815-979-7043. The Travel Agent will work with you to change the travel plans to better meet your needs, but any costs associated with changing the travel will be due in full by the traveler at the time of the change – payable via credit card.

Special circumstances for changes will be considered on a case-by-case basis for emergency requests.

#### **Travel Delays to Presidents' Academy**

If a traveler is delayed on the way to the airport and misses their flight, they must make sure the airline is notified prior to the departure time or the unused ticket will have no value – contact the airline immediately! Also contact the Fraternity's Travel Agent immediately at [patravel@dsp.org](mailto:patravel@dsp.org) or call 815-979-7043. The traveler should proceed to the airport and take the next available flight to the Presidents' Academy. Any change fees will be the responsibility of the traveler and will be payable direct at the airport.