

DELTA SIGMA PI PRESIDENTS' ACADEMY TRAVEL GUIDELINES

As of 11/2025

TRAVEL POLICIES

To be eligible for reimbursement or to qualify for expenses to be covered, all travel and lodging arrangements for approved collegiate members attending the Delta Sigma Pi Presidents' Academy **must be coordinated through Delta Sigma Pi's approved Travel Agent**, unless otherwise approved by the Executive Director or their designee.

Deadlines are noted below. **If a chapter does not meet the registration deadline and has not communicated with the Travel Agent or Central Office by that deadline, the chapter may incur some travel expenses due to late booking.**

- Presidents' Academy Registration Form Deadline – December 1
- Travel Form Deadline – December 16
- Travel Arrangements Finalized – December 22 (After that date, chapters are subject to transportation expenses.)
- Birkman Deadline – December 12/31

ADDITIONAL POLICIES

- **Transportation:**
 - Actual cost of coach, economy, or equivalent non-refundable base fare for air travel will be covered for trips of greater than 350 miles one-way.
 - Delta Sigma Pi will not reimburse for checked baggage – checked bags (if any) will be the responsibility of the attendee. Airlines used by Delta Sigma Pi generally allow a carry-on and personal item at no cost. Some airlines will allow checked baggage at no cost.
 - If flying, a complimentary hotel shuttle is available to attendees from St. Louis Lambert Airport to the Presidents' Academy hotel and for the return to the airport also.
 - For collegians traveling within 350 miles one-way of the Presidents' Academy destination, Delta Sigma Pi's Travel Agent will assess if driving (rental car or personal), train, air or other transportation is most cost and time effective – and will book and arrange costs and/or mileage reimbursement accordingly.
 - Parking expenses, as well as transportation expenses to/from airport, train station and rental car centers, are the responsibility of the attendee/chapter.
- **Lodging:**
 - Lodging will be provided to attendees for two nights room & tax, and reservations will be managed by the Travel Agent based on double occupancy. Attendees will be paired with another attendee by gender. If an attendee would like a room to themselves, they will pay 100% of room cost and that will be arranged through the Travel Agent. All attendees must stay at the Academy hotel.

- Incidental expenses will be the responsibility of the attendee. The hotel will require a credit card at check-in for such expenses. The room expenses will not be billed to the attendee. If no credit card available, you will not be able to make any charges to your room.

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 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 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 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.