



Travel & Event Policies & Procedures

Member Participation

OSURA travel opportunities and other events are primarily for OSURA members. When a retiree joins OSURA their spouse/partner is automatically also a member. Each OSURA member may invite one guest when they register for trips or events. If after one month spaces are available, reservations for non-members will be accepted.

Participants in OSURA-sponsored events who require assistance with mobility or other physical needs should note this when making reservations with the OSURA office, and should arrange for someone to assist them or have a personal care attendant accompany them. Challenge levels for all OSURA trips/events are listed in each month's Newsletter.

Trip & Event Announcements

Announcements of trips and events to be included in the newsletter must be received in the OSURA Office by the 10th of the month preceding the publication. Generally, day trips will be placed in the newsletter three months prior to the event and multi-day trips four months prior to their departure date.

Reservations

Events/trips are subject to last minute itinerary changes at the discretion of vendors. Due to unforeseen circumstances or availability of accommodations, the OSURA arranger may need to seek alternate plans.

Only reservations made by telephone to the OSURA office will be accepted. Reservations are recorded in order of date and time; a return call will be made to confirm the reservation status. A check or money order, payable to OSURA, is due one week after telephone confirmation of the reservation. Payment should be sent by U.S. mail. The cancelled check or money order carbon will serve as receipt for payment.

Cancellation Policy

Refunds for cancellation of reservations will be handled as follows:

- Cancellations received PRIOR to the cancellation date published in the Newsletter will be honored.
- Cancellations received AFTER the cancellation date listed in the Newsletter will be reviewed by the arranger and the OSURA office for refund decisions. If the space can be filled, refunds will be made. If the space cannot be filled, refunds will be at the discretion of the arranger, depending upon the final costs of the event and the nature of the cancellation.
- Cancellations on the DAY OF the trip should be called in to the OSURA office (614) 292-2916 after 6 a.m. so the departure of the group is not delayed. No refund will be made for same day cancellations.

Hold Harmless Information

Each participant will be asked to read and sign the following “**Disclosure and Release of Claims**” statement, printed at the top of each event roster, prior to the event.

When a minor accompanies an adult participant(s) to an OSURA activity or event, the adult participant(s) assume full responsibility for the minor, and should have in their possession a written medical release waiver signed by a parent or guardian for each minor participant.

Disclosure & Release of Claims

In making arrangements for this activity/event, The Ohio State University Retirees Association (OSURA) has endeavored to work with businesses/firms and/or individuals that are reputable and reliable. However, OSURA does not directly provide transportation and accommodations, and cannot accept liability for injury, damages, or delays caused by the businesses/firms and/or individuals that provide these services.

When any minor accompanies an adult participant to/on an OSURA activity/event, said adult participant assumes full responsibility for said minor(s) and signs below on behalf of himself/herself and said minor(s).

In consideration of the opportunity to participate in this activity/event, I, for myself, any minor(s) in my charge, my heirs, executors, administrators and assigns, do hereby indemnify, release, and discharge OSURA, The Ohio State University, and their trustees, officers, employees and agents from claims for damages, losses or other injuries that I or the minor(s) in my charge may suffer as a result of my/our participation in this activity/event.

Member Signature: _____ Date: _____