



THE WEXNER FOUNDATION

Summit Seeds: Atid In-Person Gathering Flight Memo

March 30-31

LOCATION AND OPENING SCHEDULE:

Hotel accommodation will be at the Hilton Columbus at Easton, 3900 Chagrin Dr, Columbus, OH 43219. **The program will run from approximately 8am – 9pm on Monday, March 31st.** There will be optional programming on Sunday evening March 30, for those whose flights arrive in time--details to come.

FLIGHT ARRANGEMENTS AND HOTEL STAY

Participants are responsible for up to \$500 of their airfare costs. If you are booking your flight and see that it will be more than \$500, you must confirm with Kaitlin your ticket information before booking. The Wexner Foundation will only reimburse tickets in main cabin/economy class. We cannot cover the extra expense of purchasing refundable tickets, but we do recommend purchasing a ticket for which you would receive flight credit if you need to cancel. Any difference in cost resulting from booking after the deadline, an earlier arrival, extended departure, different or multi-city ticket, or business-class ticket is your responsibility.

Since the program starts early and ends late on Monday, we expect that everyone will need to arrive on Sunday and depart on Tuesday. The Wexner Foundation will cover the cost of your hotel stay for the nights of March 30 and March 31. You may arrive as late as you like on Sunday and depart as early as you need on Tuesday. If you absolutely need to arrive or depart on Monday, please contact Jay to discuss.

The **deadline for booking flights is January 31**. When you book, please submit your flight information in [this survey](#). If you need to submit for the over \$500 reimbursement, please reach out to Kaitlin for approval **before booking**.

GROUND TRANSPORTATION

We will reimburse ground travel expenses to and from John Glenn International Airport (Columbus) to the Hilton at Easton. Save your receipts please, as you will need them to submit with your reimbursement form.

REIMBURSEMENTS- DUE APRIL 30, 2025

A reimbursement form will be posted in the WhatsApp group at the end of the Summit. To be reimbursed you must submit all documentation requested by April 30, 2025.

Please contact Kaitlin with questions about flights. We look forward to welcoming you to Columbus!

Kaitlin and Jay