

2010 Annual Industry Conference (AIC) Guidelines for Primary and Alternate Representatives of Member Schools

1. Requirements for Conference Fee Waiver and Travel Reimbursement:

Primary and Alternate Representatives of the member school must:

- Sign in (4:30–5 pm) and attend the Annual Meeting of GMAC Member Schools at 5 pm on Thursday, June 24, 2010.
- If the representative does not sign in, travel cost will not be covered by GMAC and the conference registration fee will not be waived.

2. Costs GMAC Does Cover:

- Registration fee for conference
- Travel to Conference:
 - Airline tickets purchased by May 21st, 2010, through World Travel Management (WTM), the official travel agency of GMAC, using the AIC Travel Reservation Form.
 - Only cost of coach seats via least expensive direct route to San Diego, CA, will be covered.
 - Tickets will not be covered if purchased after May 21st or directly through another agency or airline.
 - Vehicle mileage, reimbursed at 50 cents per mile, up to cost of lowest airfare available.

3. Costs GMAC Does Not Cover:

- Hotel rooms;
- Ground transportation to and from airports;
- Parking fees, with the exception of fees incurred by primary and alternate representatives driving to conference;
- Meals (other than those provided by GMAC during conference), telephone calls, internet usage, incidentals, or miscellaneous expenses;
- Rental cars;
- In-flight movies and alcoholic beverages; or
- Penalties or fees that result from changes to air tickets.

4. Questions:

- Please send an email to programs@gmac.com or call +1 (703) 245-0680.