



GMAC[®] 2012 Annual Conference Travel Guidelines for Primary and Alternate Representatives of Member Schools

1. Requirements to Have The Conference Fee Waived and Travel Reimbursed:

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 **Wednesday, June 20, 2012**.
- If the representative does not sign in, travel cost will not be covered by GMAC[®] and the conference registration fee will be billed to you after the conference.

2. Costs GMAC[®] Does Cover (if the above requirements are fulfilled):

- Conference registration fee
- Travel to Conference
 - **Air travel costs**
 - Tickets must be purchased by **May 21st, 2012**, through Key Travel Blue using the Travel Reservation Form
 - Only the cost of the least expensive, direct route to Chicago, IL, will be covered
 - ALL air travelers must provide the following information to the travel agent:
 - Name exactly as it appears on government identification or passport
 - Date of birth
 - Gender
 - INTERNATIONAL air travelers must also provide the following information to the WTM travel agent:
 - Passport number
 - Passport expiration date
 - Passport country of issue
 - Country of birth
 - **Train travel costs**
 - Amtrak: coach class regional service ONLY. Tickets must be purchased through Key Travel Blue using the Travel Reservation Form
 - CTA Subway
 - **Automobile travel costs**
 - The representative must use his/her own car
 - Mileage will be reimbursed @ \$0.55.5 cents per mile
 - Tolls will be reimbursed if a receipt is provided
 - Hotel parking for 2 nights will be reimbursed if a receipt is provided
 - Automobile travel costs will be reimbursed up to the amount of the least expensive airfare or train fare for the same travel

3. Costs GMAC[®] Does Not Cover:

- Hotel rooms
- Ground transportation to and from airports or train stations
- Parking at airports or train stations
- 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
- Penalties or fees that result from changes to air tickets
- Checked baggage fees

4. Questions:

- Please send an email to programs@gmac.com or call +1 (703) 668-9839 (Toll Free: +1 (888) 668-9929).