

Graduate Management Admission Council®
Annual Meeting
Wednesday, June 22, 2016

Guidelines for Travel Reimbursement:

For Air Travel:

- Tickets must be purchased by **May 27, 2016**, through ATC Travel Management (ATC) via the Annual Conference travel portal at www.atcmeetings.com/gmac.
- Only the cost of the least expensive, direct route* ticket to Dulles International Airport (IAD), Reagan National Airport (DCA) or Baltimore Washington International Airport (BWI) will be covered.

*A direct route is a ticket which contains no additional stopovers, not a non-stop flight. If the least expensive option is a non-stop flight it will be booked, however non-stop flights are not guaranteed under the policy.

- Primary Representatives and Alternate Representatives attending Annual Conference should book their travel to the conference via the Annual Conference travel portal at www.atcmeetings.com/gmac and click on the login link under "OFFICIAL TRAVEL."
- You will be prompted for a login and password. Your login is your email on file with GMAC (used when logging into gmac.com). Your password will be selected by you upon completion of your your Deem@work profile. Activation emails will be sent from Deem@work . If you have not received your activation email, please follow the directions on the screen for "Forgot Your Password". If you continue to have issues logging into the travel portal, please contact use the CONTACT SUPPORT link at the bottom of the Deem page.
- If you need additional assistance when booking travel, please ATC Travel Management representatives using one of the following numbers:

Toll Free US/Canada: (800) 458-9383

Direct Dial US and International: - +1 (703) 253-6004

ATC Call Center Hours of Operation: Monday through Friday, 8:30 am to 7:00 pm Eastern Time

For Train Travel

- Attendees who travel by train must also use ATC Travel Management in making these arrangements.
- Only the cost of the least expensive, direct route to Washington, DC will be covered.

For Automobile Travel

- The representative must use his/her own car.
- Mileage will be reimbursed @ US\$ 0.54 per mile. Tolls and daily rate hotel parking for two nights will be reimbursed if receipts are provided.
- Automobile travel costs will be reimbursed up to the amount of the least expensive airfare for the same travel.

Non-reimbursed expenses:

- Hotel rooms
- Ground transportation to and from airports or train stations
- Parking at airports or train stations
- Valet parking at the hotel

- Meals (other than those provided by GMAC during conference)
- Telephone calls, internet usage, incidentals, or other miscellaneous expenses
- Rental cars
- In-flight movies, Wi-Fi, snacks, and/or alcoholic beverages
- Penalties or fees that result from changes to air tickets
- Checked baggage fees
- Class of travel upgrade fees
- Questions? Please [contact us](#).