

Graduate Management Admission Council®
A GMAC Roundtable
Reston, VA USA
May 15 – 16, 2014

Guidelines for Travel Reimbursement:

For Air Travel:

All attendees must use the Council's designated travel agency, Key Travel Blue, please use the attached travel form to make these arrangements.

- Please contact Key Travel Blue as soon as possible and **no later than April 16th**. Note that a twenty one-day advance airline ticket is required.
- The Council will pay for round-trip coach class transportation. There is a possibility that you may not be able to use a particular carrier of choice, depending on fare structures.
- Charges for in-flight movies and alcoholic beverages will not be reimbursed.
- Attendees who purchase non-refundable tickets and are unable to attend the meeting will normally be responsible for the ticket cost and any re-booking fees.

For Train Travel

- Attendees who travel by train must also use Key Travel Blue in making these arrangements. Please use the attached travel form to do so.

For Driving

- The Council will reimburse mileage at US\$0.56.5 cents per mile up to the cost of the lowest airfare available from the point of origin.

Guidelines for Hotel, Meals, and Other Expenses:

- The Council will arrange and cover up to two hotel nights for international attendees and one hotel night for North American attendees associated with attendance at the event. **A rooming block has been reserved at the Hyatt Regency Reston for the program. To make a booking in the room block, please visit: <https://resweb.passkey.com/go/GMACMay2014>.**
- The Council will cover reasonable costs for ground transportation.
- The Council will not reimburse incidental expenses such as room service, movies, laundry, valet, and expenses for spouses, significant others, or children.
- Paperwork to claim your expenses will be inside your onsite registration packet.
- Reimbursement is due back to GMAC by **June 30, 2014**.