

Graduate Management Admission Council®
GMAC Roundtable
June 20-21, 2016

Guidelines for Travel Reimbursement:

For Air Travel:

- All attendees must use the Council's designated travel agency, ATC Travel Management, via Deem@Work online booking tool.
- Please book your travel as soon as possible and **no later than May 27th, 2016**. 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 ATC Travel Management in making these arrangements. Please use the deem@work account log in to book train travel.

For Driving

- The Council will reimburse mileage at US\$0.54 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 your stay at the Annual Conference hotel for Monday and Tuesday, and should you opt to stay for the Annual Conference, we will cover the additional nights, Wednesday and Thursday. We will make all hotel arrangements based on your registration.
- The Council will provide scheduled meals during the Roundtable event and Annual Conference.
- The Council will not cover 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.