

GMAC® 2013 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 19, 2013**.
- If the representative does not sign in, travel cost will not be covered by GMAC® and the conference registration fee will be billed to the school 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 20, 2013**, through Key Travel Blue (KTB) using the Travel Reservation Form
 - Only the cost of the least expensive, direct route to Vancouver, BC, Canada, will be covered
 - Please refer to the travel form for required travel information.
 - **Automobile travel costs**
 - The representative must use his/her own car
 - Mileage will be reimbursed @ US\$0.565 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 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.

5. Please read the websites below carefully to ensure you comply with the entry requirements into Canada.

- Countries needing a visa: <http://www.cic.gc.ca/english/visit/visas.asp>
- Apply for visa: <http://www.cic.gc.ca/english/visit/apply-how.asp>
- Grounds for Inadmissibility to Canada: <http://www.cic.gc.ca/english/information/inadmissibility/index.asp>

