

## GMAC® MEMBER REPRESENTATIVE 2018 CONFERENCE TRAVEL POLICY

### Travel Benefit Overview

On an annual basis, GMAC Member School Representatives are eligible for two (2) round-trip airfare tickets and registration to Annual Conference OR one (1) round-trip airfare ticket and registration to Annual Conference and one (1) round-trip airfare ticket and registration to the regional conference in the member school's region for the Primary or Alternate Representative (Regional conference flexibility applies to the Asia Pacific Conference and the European Conference).

### Air/Train Travel

Representatives utilizing a travel benefit **are required to** book with GMAC's official travel provider, ATC Travel Management, via their Deem online booking tool:

#### *I have an existing Deem profile and know my password*

1. Log into your account by going to ATC's travel landing page at <http://www.atcmeetings.com/gmac> and click "Login Here" under the DEEM logo (your username is your email address of record with GMAC)
2. Search for your preferred flights to Boston, MA
3. On the final PURCHASE page, select the Meeting Name "GMAC Annual Conference 2018" from the drop-down menu
4. In the Travel Authorization Code field, type the code provided in your conference registration confirmation

#### *I cannot locate my activation email sent by Deem or need to reset my Deem account password*

1. Go to ATC's travel landing page at <http://www.atcmeetings.com/gmac> and click "Login Here"
2. Click on "Forgot Your Username or Password"
3. Enter the email address on file with GMAC in the USERNAME field
4. Follow instructions in the email from Deem to set up your account or update your password
5. Log into your account at <http://gmac-atc.deem.com>
6. Search for your preferred flights to Boston, MA
7. On the final PURCHASE page, select the Meeting Name "GMAC Annual Conference 2018" from the drop-down menu
8. In the Travel Authorization Code field, type the code provided in your conference registration confirmation

*\* An activation email will be sent to Representatives who have not previously opened a Deem GMAC user profile after registration opens to book travel for the GMAC Annual Conference. If you are unsure if you have a profile, please go to the link above and follow the process for resetting your password.*

### **Important Information for International Attendees**

If booking travel from outside the U.S. to Boston, please ensure that your name shown in Deem matches your passport exactly as this reflects how your ticket will be issued. Additionally, please be sure to review [visa requirements](#) for your country to enter the U.S. Attendees requiring visas will need to apply for a Business (B-1) visa for conference attendees.

**NOTE:** If your school mandates that travel is booked with your own travel agency, a reimbursement for travel may be submitted and will be processed after the conference. Notification of such exemption and

obtaining a copy of an Expense Reimbursement Voucher may be requested by emailing [governance@gmac.com](mailto:governance@gmac.com).

If you need additional assistance when booking travel, please contact ATC Travel Management representatives using one of the following numbers:

Toll Free US/Canada: +1 (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

### ***Important Information***

ATC Travel Management is authorized to purchase the least expensive economy class ticket with no major flight deviations (i.e., routing through an out of the way country resulting in a substantially longer flight time) or overnight layovers from your home airport to the conference location. Non-stop flights are not guaranteed but may be booked if it is the least expensive ticket at the time of purchase. Please book your travel as far in advance as possible and no later than three weeks prior to the conference.

GMAC is unable to pay for upgrades, alternate city arrivals/departures, or additional stopovers. If you wish to upgrade, make additional stops, or combine personal travel with your ticket, you MUST contact ATC directly at [reservations@atcmeetings.com](mailto:reservations@atcmeetings.com) and provide your Travel Authorization Code. ATC will be able to benchmark the fare you are eligible for and advise you of the additional cost for which you are personally responsible to pay at the time of ticketing.

### ***Automobile Travel***

To be eligible for automobile mileage reimbursement, Representatives must use his/her own car. Mileage will be reimbursed @ US\$0.545 per mile. Tolls and daily rate hotel parking for two nights will be reimbursed if receipts are provided.

Automobile travel costs will be reimbursed ONLY up to the amount of the least expensive airfare for the same travel. It is the attendee's responsibility to benchmark a fare showing the cost of the least expensive ticket from your point of origin to the conference city. This benchmark must be submitted along with your expense voucher (may be obtained from an Expedia or Kayak search). Expense Reimbursement Vouchers may be obtained by emailing [governance@gmac.com](mailto:governance@gmac.com).

### **Expenses that will NOT be reimbursed by GMAC**

- Hotel rooms
- Ground transportation to and from airports or train stations
- Automobile parking at airports or train stations
- Valet parking at the hotel (when self-parking is available)
- Meals (other than those provided by GMAC during the 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
- Any travel that deviates from home city to conference city

If you have any questions, please contact us by email at [governance@gmac.com](mailto:governance@gmac.com).