



LEC TRAVEL GUIDELINES FOR GAI PROGRAM PARTICIPANTS

General Travel Guidelines

Participants must book their travel through the LEC's approved travel agency, Ulti-Max. Ulti-max may be reached at 001.866.629.8728 or LEC@ultimaxtravel.com.

Covered travel expenses for LEC programs include: advance purchase coach airfare or train fare and shuttle service to and from the hotel. For maximum flexibility, travel should be booked as soon as possible, but no later than 30 days prior to the start of the conference. Registrations for participants without travel arrangements at least 30 days prior to the start of the conference will be cancelled.

Credit card information will be collected at booking and that card will be charged if a participant cancels. Charges will include the cost of booked travel as well as cancellation fees. The participant will keep the residual value of an unused ticket.

If you have questions, please contact the GAI program coordinator, Jeff Smith at jsmithq@gmu.edu.