



LEC TRAVEL GUIDELINES FOR PROGRAM PARTICIPANTS

1. General Travel Guidelines

The LEC will purchase your ticket for you. To be covered, program travel must be booked through the University's approved travel agent, Ulti-Max. You may reach the LEC's Ulti-Max contact, Steven Rogers at 866.629.8728 or LEC@ultimaxtravel.com.

For maximum flexibility, we encourage you to book your travel as soon as possible at least six (6) weeks prior to the program. If your travel has not been booked 30 days prior to the program start date, your registration will be subject to cancellation.

Covered travel expenses for LEC programs areas include: coach airfare or train fare and shuttle service to and from the hotel for the program participant. Please note that **airline, train, and shuttles must be booked through Ulti-Max to be covered.**

Credit card information will be collected at booking. If a participant cancels, this credit card will be charged for the cost of booked travel and cancellation fees. The participant will keep the residual value of an unused ticket.

2. Travel Expense Reimbursement

Participants traveling to/from the program by personal car will be eligible for travel expense reimbursement. Reimbursement for mileage will be at the prevailing business rate of \$0.575/mile for the first 100 miles and \$0.246/mile thereafter. Self-park parking expenses may also be included, however, the total reimbursement may be no more than the cost of a 30-day advance purchase coach airfare or train fare from the participants home office location.