



## Gift Certificate Redemption - Conference and Trade Show Travel Costs

GCSAA is offering Conference and Trade Show attendees the opportunity to reduce the cost of participating in the event by allowing GCSAA Gift Certificates to be redeemed for flight and hotel expenses. In order to receive a timely reimbursement, please follow the instructions below closely.

Attendee Name: \_\_\_\_\_

GCSAA Member Number (if applicable): \_\_\_\_\_

Payee Name: \_\_\_\_\_

Payee Address: \_\_\_\_\_

Payee City/State/Zip: \_\_\_\_\_

### Instructions:

In order to be reimbursed for flight and hotel expenses, you must complete the following steps:

- Complete this form to verify attendee and payee information.
- Provide physical/hard copies or photocopies of your GCSAA Gift Certificates.
- Include valid receipts for flight and hotel expenses (see restrictions below).
- Mail completed form, gift certificates, and valid receipts to:

GCSAA  
Attn: Finance  
1421 Research Park Dr.  
Lawrence, KS 66049

- Required documents (noted above) can also be emailed to [membership.help@gcsaa.org](mailto:membership.help@gcsaa.org) or faxed to 785.832.4473.

### Flight and Hotel Expense/Receipt Restrictions:

- Receipts must show total price paid, attendee's name, and travel dates (must within conference timeframe).
- Hotel rooms and flights paid with reward points are NOT eligible for reimbursement.
- Hotel does NOT need to be within GCSAA's room block.
- Hotel reimbursements are limited to room expenses only. Charges for food, incidentals, movies, etc. are NOT eligible for reimbursement.
- Receipts for travel to/from airports other than those in the host city (or within close proximity) ARE acceptable (with valid explanation).

### Fine Print:

- **\$25 administration fee** will be deducted from the total reimbursement amount.
- Submission period ends on 03/31/2024; please allow 2-4 weeks for processing.

### Survey:

Did this program encourage you to attend the event? Yes/No Explain: \_\_\_\_\_

Would this program allow you to attend future shows? Yes/No Explain: \_\_\_\_\_