



Gift Certificate Redemption - Conference and Trade Show Travel Costs

GCSAA is offering Conference and Trade Show attendees an opportunity to reduce the cost of participating in the show 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: _____

Payee Name: _____

Payee Address: _____

Payee City/State/Zip: _____

Instructions:

In order to be reimbursed for hotel and flight 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 or faxed to 785.832.4473.

Flight and Hotel Expense/Receipt Restrictions:

- Receipts must show total price paid, attendee’s name, and travel dates (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 is 02/10/2023 through 03/31/2023; 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: _____