



REIMBURSEMENT FORM

To process your ticket reimbursement, please send the following documentation to vgconvention@vumigroup.com:

- Duly completed reimbursement form, attached below
- A copy of a voided check
- Travel itinerary that includes:
 - Total amount of the ticket(s)
 - Name of the participant/passenger and companion (if applicable) indicated on the ticket
 - Flight ticket number
 - Receipt of the cost of one (1) checked bag if that cost is not included in your ticket. VUMI® will only pay for one (1) checked bag to and from the convention destination.

Terms and Conditions

- By directly managing her/his own air tickets, the Agent releases VUMI® from any and all responsibility in the event of change, suspension or loss of any of the flights. The Agent must personally resolve any mishap and assume any additional cost that could result.
- VUMI® will process the request for reimbursement of the airfare based on the economy class ticket rate established for each country of residence. To understand what that rate will be, contact vgconvention@vumigroup.com.
- Should the ticket fare exceed the rate of the reimbursable amount established by VUMI®, the ticket holder will be responsible for that excess amount.
- If the ticket costs less than the established reimbursable amount, the difference will not be exchanged for cash, nor will it be granted in any other form of credit.
- The following will not be reimbursed:
 - The cost of excess baggage fees, either because of weight and/or number of checked bags.
 - Any fees associated with pre-assigned preferential seats.
 - The cost of class and/or seats upgrades, or miles used.
- Bank transfers or ACH (Automated Clearing House) returned due to lack of information and/or sending erroneous information on the Reimbursement Form will have a penalty of US\$25 for domestic transfers (within the U.S.) and US\$50 for international transfers (outside the U.S.) which will be deducted from the total reimbursement.
- The maximum period to submit a reimbursement request is 90 days from the receipt of the invitation to participate in the convention.

VUMI® reserves the right to audit the receipts and airline tickets. If any discrepancies are found, corrective measures will be applied, ranging from not processing the reimbursement to cancellation of the trip for the agent and their companion (if applicable).



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1. Agent's Name:

2. Name of the Master General Agency (MGA):

3. Qualification type:

Individual

Double

4. Country of residence:

BANK INFORMATION

5. Name of bank:

6. Account number:

7. ACH/ABA/Routing:
(only applies for U.S. banks)

8. IBAN:
(only applies for Bank of America accounts)

9. Swift Code:
(only applies for foreign accounts, outside of the U.S.)

10. Beneficiary's Name:

For internal use only

Amount to be
reimbursed:

Date: