



Winners Circle 2012 Travel Policy

The Gartner Winners Circle Program is the annual worldwide recognition event for our top performing sales executives. This year we will be hosting this recognition event in **Miami, Florida, USA**. This prestigious event will be held at the **Fontainebleau Miami Beach on April 17-21, 2013**. This document provides the Terms and conditions as well as travel guidance for Winners Circle.

Eligibility

All Gartner Sales Executives (SE) who achieve their 2012 Winners Circle quota are eligible to participate. See 2012 individual compensation plan documents for specific eligibility criteria. All winners must be employed by Gartner at the time of the Winners Circle program to attend.

Contract cancellations and normal charge back guidelines will adversely affect Winners Circle eligibility of any qualifier who had already attained the minimum quota qualification. Please refer to the 2012 Compensation Plan Terms & Conditions for specifics on contract cancellations and charge back guidelines.

TERMS AND CONDITIONS

Please read the below information carefully as certain restrictions apply. In the event of differences between this policy and Gartner's Global Travel policy, this document applies.

Program Dates

The Winners Circle program dates are as follows:

Arrival Date	Departure Date
April 17, 2013	April 21, 2013

Winners are required to stay for the duration of the program.

Please note: Miami is 5 hours behind GMT.

Award Description

Each winner and the winner's guest (if applicable) will receive:

- Round-trip coach/economy class airfare between the originating city and Miami, Florida.
- Accommodation at the Fontainebleau Miami Beach for the nights of April 17, 18, 19, and 20, 2013.
- All meals – beginning with Welcome Reception on April 17 through breakfast on April 21, 2013.
- Group activities as specified on the Winners Circle program agenda.
- Planned recognition functions.
- Ground transportation for the winner and guest between home and the airport.
- Ground transportation for the winner and guest between the airport and the hotel on the designated arrival date (April 16/17) and departure date (April 21).
- Each person will receive a package allowance towards tours & activities booked via our registered Destination Management Consultants; Hello Florida, to be used April 17 – 21 April 2013 only.

Guest Information

- Winners Circle is a business event to recognize Gartner's Top performers. We appreciate the commitment your partner/significant other makes to support you to achieve success. We would like to extend an invitation to them to join you on this trip.
- If your partner/significant other is a Gartner quota-bearing associate who has also qualified for Winners Circle, we ask you to attend as a couple and not bring additional guests.
- All guests must be 21 years and older.

Children

- Children and infants of any age are not permitted at the Winners Circle hotels during program dates or at any Winners Circle event and/or Winners Circle tours. This policy is strictly enforced. The Winner's Circle Event Team and Business Unit leader will be notified if this policy is violated.

Registration Process

- Once notified, all winners must use the Winners Circle registration website. Both event registration and travel arrangements are initiated through this process.
- The winner must complete the requested air travel information on the site for themselves and guest (if applicable). Any other personal flight or travel requests outside the Winners Circle Policy/dates will be routed to American Express Group Travel for fulfillment.
- Once registered, the winner will receive a link to the website for Hello Florida (Gartner's Destination Management Company in Miami) to allow the winner to purchase tours & activities for themselves and their guest during the course of their stay in Miami.

Air Travel

- Once registered, the winner will be contacted via email within 24 hours to acknowledge their requirements and a suggested air itinerary will follow within 5 working days. This itinerary to Miami will utilize the most cost-effective airline/route and every effort will be made to support Gartner's preferred carriers.
- All tickets will be issued at the lowest, restricted fare and group flights may be offered subject to routing.
- All tickets issued will be booked in Economy class.
- **Due to the Gartner flight insurance and risk policy, it may not be possible to offer you your preferred travel itinerary to Miami. Taking this insurance policy into account, the best possible option will be offered to you. However, you should bear in mind that these may not be your first choice.**
- Please note that if you are booking personal travel arrangements before or after the awarded trip (at your own expense), those arrangements must be finalized before your air can be arranged.
- **You MUST confirm the itinerary via email in order for your reservation to be ticketed.**
- Travel arrangements booked for a different date, route, or time from the suggested itinerary are deemed "deviating travel arrangements". Please see section below titled Deviating Travel Arrangements.
- To expedite finalizing travel reservations, winners are encouraged to utilize email when corresponding with AMEX Group Travel. Should the winner have a concern and need to discuss their travel arrangements with an agent, a phone number will be provided with the applicable itinerary.
- If you require a VISA and an invitation letter is required, this can be requested through the Winners Circle registration team via the registration website. Visa information can be located on [Gartner at Work/Travel](#).
- If you require assistance with passport renewal, information can be located on [Gartner at Work/Travel](#).
- For maximum travel flexibility and selection, register via the registration website as soon as you are notified. Travel arrangements booked outside of the registration process are not eligible for reimbursement.

Driving

- If you are based in Florida and will be driving to the event then we recommend that you carpool with colleagues.
- Because Gartner encourages cost-efficient transportation, associates should calculate the difference between the expected cost for reimbursed mileage and that of renting a car for the required duration of the business travel. In all cases, the least costly option should be used. For day trips more than 300 miles round-trip, it will generally be less expensive to rent a vehicle than to use your personal automobile. If an individual still chooses to use their vehicle when a rental would be less costly, the request for mileage reimbursement should not exceed the amount of the rental.
- Car rental for out-of-town assignments may be used if deemed necessary. Consider the mileage that will be driven and local access necessary before renting a car. **Our primary global relationship is with Hertz. We also have a preferred (secondary) relationship with Enterprise. Reservations for rental cars should be made with the approved travel booking tools.** Please ensure your rental agreement notes the corporate ID number in order to obtain any Gartner negotiated rates and insurance coverage. Corporate ID numbers can be found on [Gartner at Work/Travel/Ground Transportation](#).

Visas:

- Most citizens will require a VISA or ESTA for entry into Miami.
- For international travelers entering the United States to gain entry or transit through to Miami or with a deviation you must apply online in advance of travel for your visa waiver, using the following website <https://esta.cbp.dhs.gov>
- Anyone holding a passport from one of the countries listed below can apply for an ESTA to the United States.

Andorra	Estonia	Ireland	Monaco	Singapore	Taiwan
Australia	Finland	Italy	Netherlands	Slovakia	United Kingdom
Austria	France	Japan	New Zealand	Slovenia	
Belgium	Germany	Latvia	Norway	South Korea	
Brunei	Greece	Liechtenstein	Portugal	Spain	
Czech Republic	Hungary	Lithuania	Republic Malta	Sweden	
Denmark	Iceland	Luxembourg	San Marino	Switzerland	

- For more information please follow the link: <https://esta.cbp.dhs.gov/esta/>
- Non eligible citizens of countries that do NOT participate in the ESTA (visa waiver) program will require a visa to enter the United States. Please contact your local embassy in order to arrange this.
- Invitation letters can be obtained via the web registration site.
- Correct entry documentation is required for the United States and any Country you are visiting to / from the United States

Ground Transportation

- Ground transportation for the winner and guest between home and the airport will be reimbursed (up to a maximum of US\$100.00 or equivalent local currency, per person round trip). Winners are responsible for arranging transportation between home and airport themselves. Winners should expense incurred costs up to the maximum allowable with accompanying receipts via an expense report. It is the responsibility of individual Managers to ensure compliance with the maximum reimbursable amount. For preferred limousine vendors, you may refer to: [Gartner at Work/Travel/Ground Transportation](#).
- Ground transportation for the winner and guest between the airport and the event hotel on Tuesday April 16/Wednesday April 17 and Sunday April 21 only will be arranged and paid for by Gartner on these dates only. Gartner will not reimburse any alternate transportation between the airport and event hotel.
- AMEX Group Travel is not responsible for booking any ground transportation arrangements required as part of this trip.

Deviating Travel Arrangements

- Deviating travel arrangements are defined as travel arrangements that: a) are booked on dates other than the official arrival and departure dates, **or** b) arrangements which resulted in a higher cost than the lowest logical fare because of personal preferences/needs for alternate routing or times.
- Any deviating travel arrangement requests will require approval from Gartner via the travel booking agent (American Express Group Travel) before any tickets are issued.

- Any subsequent requests for changes to travel arrangements after air tickets have been issued will also require prior approval from Gartner via the travel booking agent (American Express Group Travel) and travelers are also responsible for paying any additional costs.
- Travelers with deviating travel arrangements are responsible for paying any additional costs. These additional costs will not be reimbursed by Gartner. A personal credit card should be used to pay for these fees.

Personal Travel (prior to April 17 and/or after April 21)

- Any fees associated with personal travel are the responsibility of the winner/guest and will not be reimbursed by Gartner.
- It is the responsibility of the winner/guest to review all of the terms and conditions that apply to these arrangements.
- American Express Group Travel will not be responsible for booking any personal pre and post event packages.

Hotel

- Winners and their guests must stay at the hotel that they have been designated.
- Please note that the hotel rooms at the Winners Circle Hotels are subject to availability for those winners/guests who wish to arrive before April 17 and/or depart after April 21, 2012.
- AMEX Group Travel is not responsible for booking any hotel arrangements required as part of this trip.

Non – Reimbursable Items

These items are not reimbursable and should not be charged on a corporate card or reimbursed by Gartner for Winners Circle:

- Hotel accommodations not in accordance with policy defined herein
- Meals in excess of prescribed limits
- Alcoholic beverages in excess of prescribed limits
- Telecom charges not in accordance with Telecom Policy
- Additional insurance (excluding international and non-Hertz or Enterprise car rentals)
- Lost luggage, personal money, items or tickets
- Annual fees for airline private clubs (lounges)
- Excess baggage or luggage weight overages
- Finance charges or late fees on credit cards
- Charges incurred as the result of a third party's use of lost credit cards
- Personal charges and/or personal trip expense incurred as a result of a cancelled business function
- Baby-sitting for children, houses or pets, including kennel boarding charges
- Barber, hairdresser or beauty salon charges
- Golf, tennis, health club or massage fees
- Personal items purchased for travel (e.g., newspaper, clothing, toiletries)
- Parking or garage fees at Associate's regular assigned place of business
- In-room movies
- Mini bar at hotels
- Traffic or parking violation charges

- Personal phone charges beyond what is approved within this policy
- Expenses incurred for home maintenance during Associate's absence
- Damage to Associate's personal automobile
- Airfone/car phone charges without justification

Substitution / Cancellation / No Show

- Cash will not be substituted in lieu of the trip. There will be no substitution for dates, airline tickets or accommodations.
- Should circumstances necessitate a winner or guest canceling their trip after they have registered, the Winners Circle registration team and the American Express Group Travel must be notified.
- Winners or guests who do not notify Winners Circle registration team and who "no-show" will still be considered having attended for tax purposes.

Taxation

- The portion of the trip deemed to be "personal" for tax purposes for both the winner and guest will be reflected on the winner's 2012 W-2 (United States) or appropriate tax declarations (rest of world) as taxable earnings at the fair market value.
- All winners will have the taxable fair market value of the trip **plus** a standard amount to cover specified regional taxes imputed into their 2012 earnings. In the US, the IRS dictates a standard rate of withholding tax to be applied to such supplemental income. However these Taxes will subsequently be covered by Gartner.

Compliance

- Any associate who does not abide by the guidelines herein may be subject to disciplinary action, up to and including termination of employment.
- Approving Managers (within Oracle) are responsible for ensuring that these guidelines are adhered to.

Insurance

- All winners and guests booked through the Winners Circle Travel team (American Group Express Travel) will be insured for the duration of travel and any tours and activities booked through Hello Florida.

Questions/Issues:

- Any exceptions outside of this policy will need prior approval from the Winners Circle Event Team winnerscircle@gartner.com. Any special accommodations requested for medical reasons must follow the guidance from the Global Travel Policy which states that current medical certification must be on file with HR. Such documentation will be confirmed with HR before any medical exception may be approved.
- Questions or concerns with travel policy or customer service issues may email [TRAVEL FEEDBACK](#) within Outlook. Your 100% satisfaction is our goal!