

IMEX itinerary and travel reimbursement guide

IMEX LAS VEGAS
OCTOBER 13-15 2026

Step 1

Step 1: Sign in to your IMEX account

- [Sign in here](#)
- Click **Itinerary and Reimbursement**



Step 2

Step 2: Amend your itinerary

- Review your hotel nights
- If they're correct, go ahead and submit your travel reimbursement claim
- If you need to make changes:
 - Click **Amend my IMEX itinerary**
 - Follow the instructions to:
 - Add any additional nights you are staying in Las Vegas (for example, for fam trips or personal extensions).
 - Remove nights if your plans change (Please note you can't remove any greyed-out nights as these are part of your hosted group's program.)

Step 3

Step 3: Wait for our approval (if applicable)

- If you requested an extra hosted night:
 - We'll review your request
 - You'll receive a notification email from noreply@imexevents.com asking you to sign into your IMEX account to see if the night has been approved or declined
 - Check the **Night Status** column in your itinerary for updates

Step 4

Step 4: Submit your travel reimbursement claim

- Add your Las Vegas arrival and departure details even if you're not claiming a travel reimbursement, so we can organize your airport transfers

Example:

You're being hosted on Monday and Tuesday, and you want to ask if you can be hosted on Wednesday night too so you can also attend the show on Thursday: Select the night type from the dropdown, add comments and click **Submit**.



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Step 5

Step 5: Enter your details for payment

- Enter your full name (to match your passport or ID)
- Review **Reimbursements Explained**
- Agree to the terms and commitments
- Select your bank's country:
 - If your bank is based in a qualifying country, we will process your payment through WISE
 - You may or may not be asked to enter your bank details - this depends on where your bank is located and the method of payment
 - If you've submitted bank details before, you don't need to do so again (if you have consented to IMEX retaining your details)

Step 6

Step 6: Enter your travel information

- You only need to submit the journey that includes your arrival into Las Vegas and the journey that includes your departure out of Las Vegas.
- Click **New arrival travel details**
- Check your arrival date matches your IMEX itinerary
- Indicate if your intermediary is covering part of your journey
- Select your travel type: **Flight, or Driving**
- For flights:
 - Enter the PNR/reservation number
 - Enter your airline code (e.g. AA, UA, DL), flight number (e.g. 777) and date of flight
 - Use the flight look up to find your flight details
 - Confirm the flight matches and click **Submit**
- Repeat for your return travel

Step 7

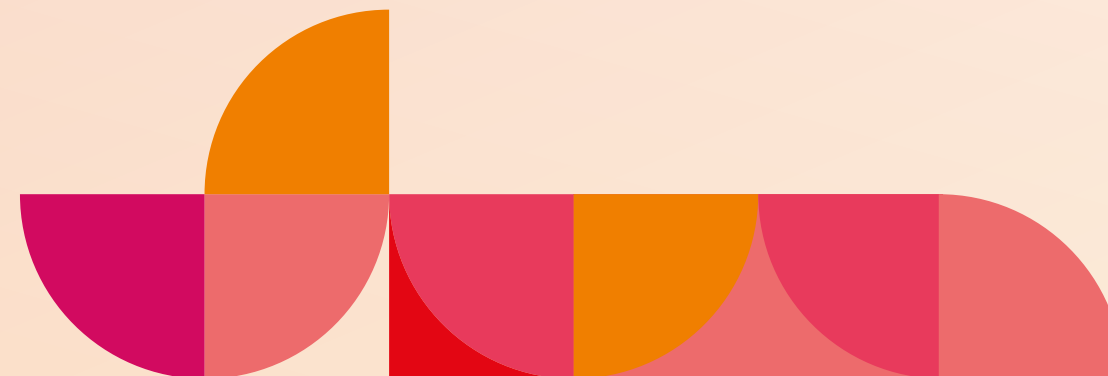
Step 7: Submit your claim

- Select your currency
- Add the claim amount (use a decimal point, not a comma)
- Upload your supporting documents (either PDF, JPEG or email format):
 - The documents must include **your full name, flight price, payment method, and full travel details**
- Click **Submit**

Step 8

Step 8: Confirmation and follow-up

- You'll see a green confirmation message
- Scroll to the bottom of your IMEX account to view your reimbursement status:
 - It will show as **Awaiting IMEX Approval**
- We'll contact you if we need more information
- We'll reimburse you after the show once we've verified your attendance



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