

ARCH 2020 Fellows Course Guidelines

The ARCH 2020 Fellows Course Scholarship includes a roundtrip coach-class airline ticket, 3-nights of hotel accommodations, and ground transportation to and from the airport. Once approved, Fellows should follow the following instructions regarding how to book travel to and from the Symposium.

AIRLINE TRAVEL

- Once approved, Scholarship Recipients must contact Tangerine Travel to arrange air transportation:
 - Phone at 425-354-6996
 - Email: gaffney@tangerinetravel.com
 - When contacting them, please state the following:
 1. You're working with **GAFFNEY EVENTS**
 2. You are a **FELLOW**
 3. You are attending the **ARCH 2020 SYMPOSIUM**
- When booking, approved participants must pay for their own airline ticket and then submit original receipts for reimbursement once completing the course.
- No international flights or travel will be reimbursed, unless approved by the Course Director.
- Airfare in excess of \$550.00 will require Course Director approval. Participants must book the flight offering the lowest fare.
- There will be a \$32.00 service fee on top of the ticket price which will also be reimbursed at the conclusion of the course.
- Reservations must be made a minimum of 30 days prior to the start of the course. Reservations made after this date are subject to approval.

Hotel Accommodations

- Hotel room and tax will be covered for 3 nights, **Sunday, August 16, Monday, August 17, and Tuesday, August 18.** Additional nights will be billed to your personal credit card and are based upon availability at the hotel. *Please inform Gaffney Events at your earliest convenience if you will require additional nights so the correct arrival and departure dates are reserved for you.*
- Incidentals are the responsibility of the participant.
- Hotel reservations will be made by Gaffney Events upon acceptance to the course. Any other accommodations will not be reimbursed.

Reimbursement Policy

- Upon conclusion of the course, the **Fellows Reimbursement Form** must be completed and sent with the original receipts outlined below.
- Please submit no later than 10 business days after the event, by **Wednesday, September 2nd, 2020.** Once the completed form and receipts are reviewed and approved, a check will be issued to the participant.

- The preferred method for processing your reimbursement is to submit the Reimbursement Form and receipts via email. Please complete and email to Jennifer Berens, jennifer@gaffneyevents.com
- The other option is to fax (425-788-0668) or you may send via postal mail. If mailing, please address your reimbursement to the following:

Jennifer Berens, Gaffney Events
27322 NE 143rd Place
Duvall, WA 98019

Please note:

Sign-in is **REQUIRED** at the Registration Desk each morning and afternoon in order to confirm attendance. Travel expenses will not be reimbursed if the participant has not signed in each day and been in attendance all days and attended all educational sessions.

Reimbursable Expenses

- Airfare booked through Tangerine Travel within guidelines stated above and their Service Fee
- Airport transfers (taxi, uber/lyft or van services, no limousines), must supply original receipt
- Airport Parking at location of residence (if flying to event), original receipt must be submitted
- Train Ticket or Mileage to and from Symposium (only if driving and no airfare is purchased) *
- Parking at Hotel (If driving only) *

Non-Reimbursable Expenses

- Cancelled flights and hotel room cancellation fees
- Extra fees related to earlier flights or missing confirmed flights
- Additional hotel night outside of the covered stay
- Long distance phone calls, movies from the hotel room, mini bar, room service or internet fees
- Spas or health club fees
- Meals outside of the provided breakfast, breaks and lunch as part of the training
- Limousine service
- Gas or Mileage if flying
- Rental cars
- Baggage fees
- Taxis for personal use during your stay in Scottsdale