



ARCH 2023

FELLOWS SCHOLARSHIP GUIDELINES

Approved applicants will be contacted by Gaffney Events with instructions on arranging your travel to St. Louis.

SCHOLARSHIP INCLUDES

Complimentary ARCH Symposium Registration
Airfare Reimbursement up to \$500 to & from the conference
Hotel Accommodations for 3 Nights
Meals provided at the conference
Approved Out of Pocket Expenses (See Below)

AIRLINE TRAVEL

- Once approved, Scholarship Recipients will receive an approval email from Gaffney Events with instructions on confirming participation.
- Approved participants must purchase their own airline ticket and supply Gaffney Events with an airline itinerary / receipt to confirm participation.
- Fellows will be reimbursed up to \$500 USD for airfare costs post conference after all attendance requirements are met.
- No international flights or travel will be reimbursed, unless approved by the Course Director.
- Fellows are required to arrive the morning of April 12th & must check in at the ARCH Registration desk by 1:00 pm.
- Return flights on Saturday, April 15th must depart **after 3:00 pm**, in order for participant to attend the majority of the Fellows Course that day.

HOTEL ACCOMMODATIONS

- Hotel room and tax will be covered for 3 nights by ARCH: Wednesday, April 12th, Thursday, April 13th, and Friday, April 14th. Additional nights will be billed to your personal credit card and are based upon availability at the hotel. ***Please let Gaffney Events know at your earliest convenience if you plan to stay additional nights so we can be sure to make the correct arrival and departure dates for you.***
- Incidentals are the responsibility of the participant.
- Hotel reservations are made by Gaffney Events upon acceptance to the course.

REIMBURSEMENT POLICY

Upon conclusion of the ARCH Fellows Course, the **ARCH Reimbursement Form** must be completed and sent with all original receipts as outlined below. Please submit no later than 10 business days after the event, or by **Friday, April 28th**.

The preferred method for the quickest processing of your reimbursement is to submit the reimbursement form and receipts via email to Adina@gaffneyevents.com. Once the completed form and receipts are reviewed and approved, a check or ACH transfer will be issued to the participant.

Please note:

The ARCH Fellows Course is being held in conjunction with the Advanced Revascularization *Chapter XVI* Symposium. You must attend the Wednesday, Thursday, Friday General Sessions and Saturday ARCH Fellows Course in order to receive reimbursement. Sign-in is **REQUIRED** at the Fellows Registration Desk each morning and afternoon in order to confirm attendance. Travel expenses will not be reimbursed if participant has not signed in each day and been in attendance at the both the ARCH and the Fellows program.

Reimbursable Expenses:

- Airfare up to \$500 USD
- Airport transfers (taxi, Uber/Lyft or shuttle services, not limousines), must supply original receipt
- Airport Parking at location of residence (if flying to event), original receipt must be submitted
- Mileage to and from Symposium (only if driving and no airfare is purchased)
- Onsite parking (for Fellows who drive to the Course only)

Non- Reimbursable Expenses:

- Cancelled flights and hotel rooms
- Extra fees related to earlier flights or missing confirmed flights
- Additional hotel night stays
- 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 (Unless driving and no airline ticket is needed)
- Rental cars
- Baggage fees