

2024 ARCH Fellows Course Scholarship Guidelines

The ARCH 2024 Fellows Course Scholarship includes:

- Round-trip, Coach Airfare reimbursement (up to \$500.00 USD)
- Four nights hotel accommodations
- Ground Transportation to & from the airport

AIRLINE TRAVEL

- Approved participants must purchase their own airline ticket within 10 days of course approval to confirm participation. You will be reimbursed post conference up to \$500.00 USD after all attendance requirements are met.
- No international flights or travel will be reimbursed, unless pre-approved by the Course Directors.
- Please plan your inbound flight to arrive Tuesday, April 16th. (Note – hotel check-in time is 4:00 PM).
- Return flights should be scheduled for departure on Saturday, April 20th after **3 pm**.

HOTEL RESERVATIONS

Hotel reservations will be made by Gaffney Events upon course acceptance. Any other accommodation will not be reimbursed. Hotel room, resort fee and tax will be covered for four nights only:

- Tuesday, April 16th
- Wednesday, April 17th
- Thursday, April 18th
- Friday, April 19th

Any 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 require additional nights so the correct arrival and departure dates are reserved for you.* You will be asked to supply a credit card upon check-in to cover any Incidentals and/or additional hotel nights.

REIMBURSEMENT POLICY

Sign-in is **REQUIRED** at the Registration Desk each morning and afternoon to confirm attendance. Travel expenses will not be reimbursed if the participant has not signed-in each day and been in attendance all days. No expenses will be reimbursed without a copy of receipts. **PLEASE SAVE ALL RECEIPTS**

- Upon conclusion of the course, the Fellows Reimbursement Form must be completed and sent with the original receipts via email to Adina Welch, adina@gaffneyevents.com
- Please submit no later than 10 business days after the event, by Friday, May 3rd 2024. Once the completed form and receipts are reviewed and approved, a check or ACH transfer will be issued to the participant via our processing service – Melio.

Approved Reimbursable Expenses	Non-Reimbursable Expenses
<ul style="list-style-type: none"> ○ Airfare expenses up to \$500.00 USD ○ Airport transfers (taxi, uber 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) 	<ul style="list-style-type: none"> ○ Cancelled flights and hotel room cancellation fees ○ Extra fees related to missing confirmed flights ○ Additional hotel nights 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