



2018 ARCH FELLOWS SCHOLARSHIP GUIDELINES

Once approved you will be contacted by Gaffney Events with instructions on arranging your travel to St. Louis. Airfare **MUST** be booked using our travel agent, Meena Singh.

AIRLINE TRAVEL

- Approved Scholarship Recipients, please contact Meena Singh at Planet Travel and Tours to arrange air transportation:
 - Email: meena269@aol.com
 - Phone at (212) 868-7600 x 102 (office) or (917) 865-4933 (mobile)
- **Please provide the following details:**
 - Name of Course: **ARCH Fellows Course** in St. Louis, Missouri
 - Name as it appears on your government issued ID that you will provide at check-in
 - Gender & Date of Birth
 - Mobile Phone number
 - Preferred Airline(s) & Frequent Flyer Number
 - Seating Preference
 - Arrival / Departure Date
 - Departure City / Return City
- No international flights or travel will be reimbursed.
- Approved participants must purchase their own airline ticket and then submit original receipts for reimbursement once completing the course.
- Airfare in excess of \$550.00 will require Director approval. Participants must book the flight offering the lowest fare.
- There will be a \$45.00 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 Director approval.
- Return flights on Saturday, April 14th must depart **after 3:00 pm**, in order for participant to attend the full General Session that day.

Hotel Accommodations

- Hotel room and tax will be covered for 3 nights by ARCH: Wednesday, April 11th, Thursday, April 12th and Friday, April 13th
- Additional nights will be billed to your personal credit card and are based upon availability at the hotel. *Please let me know at your earliest convenience if you plan to stay additional nights so I am sure to make the correct arrival and departure dates for you at the Four Seasons Hotel.*

- 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 27, 2018**.

The preferred method for the quickest processing of your reimbursement is to submit the reimbursement form and receipts via email. The other option is to fax, or you may send via postal mail.

Once the completed form and receipts are reviewed and approved, a check will be issued to the participant.

Please address your reimbursement to the following:

Jennifer Berens / Gaffney Events
 ARCH Fellows Course Coordinator
 27322 NE 143rd Place
 Duvall, WA 98019
Office (425) 844-9019
Fax (425) 788-0668
Jennifer@gaffneyevents.com

Please note:

The ARCH Fellows Course is being held in conjunction with the Advanced Revascularization *Chapter X* Symposium. You must attend the Thursday, Friday and Saturday ARCH General Sessions 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 booked through Planet Travel & Tours within guidelines stated above
- Planet Travel & Tours service fee
- 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