



2022 ARCH ELITE FELLOWS PROGRAM

SCHOLARSHIP GUIDELINES

The ARCH Elite Fellows Scholarship includes a roundtrip coach-class airline ticket, two nights of hotel accommodations, and ground transportation to and from the airport. 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, Meetings and Incentives.*

AIRLINE TRAVEL

- Once approved, Scholarship Recipients will be sent a link via email with instructions on arranging air travel to and from St. Louis
- Approved participants must purchase their own airline ticket and pay travel agent service fee. You will be reimbursed post conference after all attendance requirements are met.
- No international flights or travel will be reimbursed, unless approved by the Course Director.
- Airfare in excess of \$400.00 will require Course Director approval. Participants must book the flight offering the lowest fare.
- There will be a \$40.00 service fee on top of the ticket price which will also be reimbursed at the conclusion of the course.
- Please plan your inbound flight to arrive any time on **Thursday, November 17** (Note – hotel check-in time is 4:00 PM).
- Return flights should be scheduled for departure on **Saturday, November 19 and must depart after 3:00 pm**, in order for participation in the course on Saturday.

Hotel Accommodations

- Hotel room and tax will be covered for two nights: Thursday, November 17 & Friday, November 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.*
- Hotel reservations will be made by Gaffney Events upon acceptance to the course. Any other accommodations will not be reimbursed.
- Incidentals are the responsibility of the participant.

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 **Friday, December 2, 2022**. 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 / Fellows Course Coordinator
Gaffney Events
27322 NE 143rd Place
Duvall, WA 98019

Please note:

Sign-in is **REQUIRED** at the Registration Desk each day 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.

Reimbursable Expenses

- Airfare booked through Meetings & Incentives within guidelines stated above and their Service Fee
- 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) *

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 St. Louis