



2023 San Diego Cardiovascular Interventions Fellows Course Guidelines September 7-9, 2023

2023 SCHOLARSHIP GUIDELINES

The 2023 San Diego Cardiovascular Interventions Fellows Scholarship includes:

- Airfare or Mileage Reimbursement up to \$500 to & from the conference
- Hotel Accommodations for 2 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 within 10 days of approval email. If airline travel is not purchased within this time frame you will be placed on the wait list and your spot will be offered to another applicant.
- No international flights or travel will be reimbursed, unless approved by the Course Director.
- **ARRIVAL FLIGHTS:** Please plan your inbound flight to arrive prior to 4:00 pm on Thursday, September 7th.
- **DEPARTURE FLIGHTS:** Return flights should be scheduled for departure after 2 pm on Saturday, September 9th.

HOTEL ACCOMMODATIONS

- Hotel room and tax will be covered by the course for nights: Thursday, September 7th & Friday, September 8th. Additional nights will be billed to your personal credit card and are based upon availability at the hotel.
- You will be required to provide a credit card upon check in to cover any incidentals or charges outside of the room and tax provided by the course.
- 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 SDCI Fellows 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, September 22nd**. Once the completed form and receipts are reviewed and approved, reimbursement 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 Adina Welch; Adina@gaffneyevents.com

Please note: Sign-in is **REQUIRED** at the Fellows Registration Desk each day before and after each session in order to confirm attendance. Travel expenses will not be reimbursed if the participant has not signed in each day and attended all sessions of the SDCI Fellows Course.



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REIMBURSABLE EXPENSES

- Approved airfare up to \$500.00 USD
- Airport transfers (taxi, uber or van services, not 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

- Canceled 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 or rental car
- Gas or Mileage if flying
- Baggage fees
- Taxis for personal use during your stay in San Diego

****Train, Mileage and Parking reimbursement not to exceed \$500.00 (airfare maximum)***