



# 2026 SDCI Fellows Course Scholarship Guidelines

## 2026 SDCI FELLOWS SCHOLARSHIP GUIDELINES

**The 2026 SDCI Fellows Course Scholarship includes:**

- Round-trip, Coach Airfare reimbursement (*up to \$500.00 USD*).
- Two nights hotel accommodation.
- Ground Transportation to & from the airport & hotel.

**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 on Thursday, August 27<sup>th</sup> by noon in order to arrive at the course by 12:30 pm registration.
- Return flights should be scheduled for departure on Saturday, August 29<sup>th</sup> after 3:00 pm in order to attend the majority of the Saturday SDCI General Session.

**HOTEL RESERVATIONS**

Hotel reservations will be made by Gaffney Events upon course acceptance. Any other accommodation will not be reimbursed. Hotel room, fees and tax will be covered for two nights only: Thursday, August 27<sup>th</sup> and Friday, August 28<sup>th</sup>. Any additional nights & room incidentals 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 day, 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, you will be sent a link to submit your reimbursement request & upload your receipts. Please submit no later than 10 business days after the event, Friday, September 11<sup>th</sup>. Once the completed form and receipts are reviewed and approved, a check will be mailed, or an ACH transfer will be issued to the participant.

Approved Reimbursable Expenses	Non-Reimbursable Expenses
<ul style="list-style-type: none"> <li>○ Airfare expenses up to \$500.00 USD</li> <li>○ Airport transfers (taxi, uber or van services, no limousines), must supply original receipt</li> <li>○ Parking at Hotel (Only If driving)</li> </ul>	<ul style="list-style-type: none"> <li>○ Cancelled flights and hotel room cancellation fees</li> <li>○ Extra fees related to missing confirmed flights</li> <li>○ Additional hotel nights outside of the covered stay</li> <li>○ Long distance phone calls, movies from the hotel room, mini bar, room service or internet fees, Spas or health club fees</li> <li>○ Meals outside of the provided breakfast, breaks, lunch &amp; reception as part of the training</li> <li>○ Limousine service, Rental cars, Baggage fees</li> <li>○ Gas or Mileage if flying</li> <li>○ Taxis for personal use during your stay</li> </ul>