NORTHWELL HEALTH CARDIOVASCULAR FELLOWS COURSE

2027 Northwell Health Electrophysiology Fellows Course Scholarship Guidelines

The Northwell Health Electrophysiology Fellows Course Scholarship includes:

- Round-trip, Coach Airfare reimbursement (up to $500.00 USD)
- Up-to 3 nights hotel accommodations**
- Ground Transportation to & from the airport (up to $200.00USD)

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 any time on Wednesday, March 10th (Note – hotel check-in time is 3:00 PM), **or you may opt to arrive before 11:00 am on Thursday, March 11th in order to arrive at the hotel before the conference begins at 1:00 pm.
- Return flights should be scheduled for departure Saturday, March 13th after 2 pm in order to attend the full course.

HOTEL RESERVATIONS

Hotel reservations will be made by Gaffney Events upon course acceptance. No other accommodation will be reimbursed. Hotel room, resort fee and tax will be covered for **up to 3 nights only**

- Wednesday, March 10th, Thursday, March 11th and Friday, March 12th

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, you will receive a link to complete your reimbursement request and upload copies of all receipts.
- Please submit no later than 10 business days after the event, by Tuesday, March 23rd. Once the completed form and receipts are reviewed and approved, a check or ACH transfer will be issued to the participant.

Approved Reimbursable Expenses	Non-Reimbursable Expenses
○ 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)	○ 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, Rental cars, Baggage fees ○ Gas or Mileage if flying ○ Taxis for personal use during your stay