

**2025 CHF FELLOWS TRAVEL SCHOLARSHIP GUIDELINES**

The 2025 Chicago Hemodynamic Symposium Fellows Course Travel Scholarship includes:

- Round-trip, Coach Airfare reimbursement (*up to \$500.00 USD*).
- Two nights hotel accommodations.
- Ground Transportation in Chicago to & from the airport up to (*\$150.00 USD*).
- Complimentary Registration for the Friday, November 14<sup>th</sup> Hemodynamic Forum

**AIRLINE TRAVEL**

- Approved participants must purchase their own airline ticket within **10 days** of course approval to confirm participation. You will be reimbursed after the conference up to \$500.00 USD if 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, November 12<sup>th</sup> (Note – hotel check-in is 3:00 PM).
- Return flights should be scheduled for departure on Friday, November 14<sup>th</sup> after 5:00 pm in order to attend the majority of the Chicago Hemodynamic Forum on the 14<sup>th</sup>\*\*
- If possible, please book your flight to **Midway** airport, as it is closer to the symposium venue.  
*\*\*You may also opt to fly out Saturday, however, you will be responsible for one-night hotel stay at our conference rate. Please inform Gaffney Events if you would like this option so we book your room correctly.*

**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: Wednesday, November 12<sup>th</sup> & Thursday, November 13<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 & Sign-out is **REQUIRED** at the Registration Desk each morning, afternoon and evening to confirm attendance. Travel expenses will not be reimbursed if the participant has not signed-in each day and been in attendance at all sessions. 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, by Friday, November 28<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 or Mileage expenses up to \$500.00 USD</li> <li>• Airport transfers in Chicago up to \$150.00 USD (taxi, ride share or van services, no limousines must supply original receipt)</li> <li>• Parking at Hotel (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>