

2026 CHF FELLOWS TRAVEL SCHOLARSHIP GUIDELINES

The 2026 Chicago Hemodynamic Symposium Fellows Course Travel Scholarship includes:

- Round-trip, Coach Airfare reimbursement (*up to \$500.00 USD*).
- Two nights hotel accommodation.
- Ground Transportation in Chicago to & from the airport up to (*\$150.00 USD*).
- Complimentary Registration for the Friday, November 6th 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 4th (Note – hotel check-in is 4:00 PM).
- Return flights should be scheduled for departure on Friday, November 6th after 5:00 pm in order to attend the majority of the Chicago Hemodynamic Forum on the 6th**

*****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 4th & Thursday, November 5th. 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 20th. 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
• Airfare or Mileage expenses up to \$500.00 USD • Airport transfers in Chicago up to \$150.00 USD (taxi, ride share or van services, no limousines must supply original receipt) • 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, lunch & reception as part of the training • Limousine service, Rental cars, Baggage fees • Gas or Mileage if flying • Taxis for personal use during your stay