

2023 ARCH Florida Fellows Course

Scholarship Guidelines

The ARCH Florida Fellows Course Scholarship includes a roundtrip coach-class airline ticket, 2 nights of hotel accommodations, and ground transportation to and from the airport. Once approved, Fellows should follow the following instructions regarding how to book travel to and from the Symposium.

AIRLINE TRAVEL

- Once approved, Scholarship Recipients will be sent a link via email with instructions on arranging air travel to and from Florida.
- Approved participants must purchase their own airline ticket and pay travel agent service fee. Participants will be reimbursed a maximum of \$500.00 USD for airfare and agent fee post conference after all attendance requirements are met.
- No international flights or travel will be reimbursed, unless approved by the Course Director.
- Please plan your inbound flight to arrive on **Thursday, January 26 and arrive before 5:00 pm.**
- Please plan your outbound flight depart on **Saturday, January 28 after 4:00 pm**, in order for participation in the course on Saturday.

HOTEL RESERVATIONS

Hotel reservations will be made by Gaffney Events upon acceptance to the course. Any other accommodations will not be reimbursed. Hotel room, resort fee and tax will be covered for 2 nights only:

- Thursday, January 26
- Friday, January 27

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 will 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 in order 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 RECEIPTS**

- Upon conclusion of the course, the **Fellows Reimbursement Form** must be completed and sent with the original receipts via email to Andrea O'Brien, andrea@gaffneyevents.com.
- Please submit no later than 10 business days after the event, by **Friday, February 10, 2023**. Once the completed form and receipts are reviewed and approved, a check or ACH transfer will be issued to the participant via our processing service – Melio
- Please review the following page for a list of approved reimbursable expenses

Reimbursable Expenses

- Airfare booked through Meetings & Incentives within guidelines stated above and their Service Fee up to \$500.00 USD

- Airport transfers (taxi, uber/lyft 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 only)*

Non-Reimbursable Expenses

- Meals outside of the provided breakfast, breaks and lunch as part of the training
- Cancelled 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
- Limousine service
- Gas / Fuel (Mileage is calculated if driving and covers the cost of fuel)
- Mileage if flying
- Rental cars
- Baggage fees
- Taxis for personal use during your stay in Las Vegas