2027 ARCH HAWAII Fellows Course Scholarship Guidelines

2027 ARCH HAWAII FELLOWS SCHOLARSHIP GUIDELINES

The ARCH Hawaii Fellows Course Scholarship includes:

- Round-trip, Coach Airfare reimbursement (up to $550.00 USD)
- Three nights hotel accommodations
- Ground Transportation to & from the airport

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 $550.00 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, January 20th (Note – hotel check-in time is 3:00 PM).
- Return flights should be scheduled for departure on Saturday, January 23rd after 4 pm.

HOTEL RESERVATIONS

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

- Wednesday, January 20th
- Thursday, January 21st
- Friday, January 22nd

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.

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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, the Fellows Reimbursement Form must be completed and sent with the original receipts via email to Adina Welch, adina@gaffneyevents.com
- Please submit no later than 10 business days after the event, by Friday, February 5th, 2027. 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

Approved Reimbursable Expenses	Non-Reimbursable Expenses
○ Airfare expenses up to $550.00 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 ○ 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 ○ Gas or Mileage if flying ○ Rental cars, Baggage fees ○ Taxis for personal use during your stay