



2021 MOUNT SINAI ENDOVASCULAR FELLOWS COURSE

2021 SCHOLARSHIP GUIDELINES

The 2021 Mount Sinai Endovascular Fellows Course Scholarship includes a roundtrip coach-class airline ticket, 4-night hotel accommodations in NYC 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 NYC.
- Approved participants must purchase their own airline ticket and pay travel agent service fee. You will be reimbursed post conference after all attendance requirements are met.
- No international flights or travel will be reimbursed, unless approved by the Course Director.
- Airfare in excess of \$550.00 will require Course Director approval. Participants must book the flight offering the lowest fare.
- There will be a \$40.00 service fee on top of the ticket price which will also be reimbursed at the conclusion of the course.
- Please plan your inbound flight to arrive anytime on **Wednesday, October 13th**.
- Return flights should be scheduled for departure on **Sunday, October 17th**.
- Reservations must be made a minimum of 30 days prior to the start of the course. Reservations made after this date are subject to approval.

Hotel Accommodations

- Hotel room and tax will be covered by the course for 4 nights:
 - Wednesday, October 13th
 - Thursday, October 14th
 - Friday, October 15th
 - Saturday, October 16th
- 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 required to provide a credit card upon check in to cover any incidentals or charges outside of the room and tax provided by the course.
- Hotel reservations will be made by Gaffney Events upon acceptance to the course. Any other accommodations will not be reimbursed.

Reimbursement Policy

- Upon conclusion of the Endovascular Fellows Course, the **Fellows Reimbursement Form** must be completed and sent with the original receipts outlined below.
- Please submit no later than 10 business days after the event, by **Friday, October 29, 2021**. Once the completed form and receipts are reviewed and approved, a check will be issued to the participant.



2021 MOUNT SINAI ENDOVASCULAR FELLOWS COURSE

- The preferred method for processing your reimbursement is to submit the Reimbursement Form and receipts via email. Please complete and email to Jennifer Berens; Jennifer@gaffneyevents.com
- The other option is to send via postal mail. If mailing, please address your reimbursement to the following:

Jennifer Berens / Endovascular Fellows Course Coordinator
Gaffney Events
27322 NE 143rd Place
Duvall, WA 98019

Please note: The 2021 Mount Sinai Endovascular Fellows Course is being held in conjunction with the 2021 New York Endovascular Summit. You **must** attend both the Thursday Endovascular Fellows Course and the Friday / Saturday NY EVS to receive reimbursement.

Sign-in is **REQUIRED** at the Fellows Registration Desk each morning in order to confirm attendance. Travel expenses will not be reimbursed if the participant has not signed in each day and attended both the Endovascular Fellows Course and the Friday / Saturday Endovascular Symposium.

Reimbursable Expenses

- Airfare booked through Meetings & Incentives within guidelines stated above and their Service Fee
- Airport transfers (taxi, uber or van services, not 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) *

Non-Reimbursable Expenses

- Canceled 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
- Meals outside of the provided breakfast, breaks and lunch as part of the training
- Limousine service or rental car
- Gas or Mileage if flying
- Baggage fees
- Taxis for personal use during your stay in New York

****Train, Mileage and Parking reimbursement not to exceed \$550.00 (airfare maximum)***