



2017 SCOTTSDALE INTERVENTIONAL FORUM FELLOWS COURSE SCHOLARSHIP GUIDELINES

Approved Scholarship Recipients will be notified by Gaffney Events regarding participation in the 2017 SIF Fellows Course. Approved participants must purchase their own airline ticket and will be reimbursed for the fare and travel agent fee upon completion of the course.

AIRLINE TRAVEL

All airline travel must be booked through our travel agent, Meena Singh at Planet Travel and Tours. Meena can be reached at:

- Email: meena269@aol.com
- Phone at (212) 868-7600 x 102 (office) or (917) 865-4933 (mobile)

Please provide the following details:

- Name of Course: **2017 SIF Fellows Course** in Scottsdale, Arizona
- Name as it appears on your government issued ID that you will provide at check-in
- Gender
- Date of Birth
- Mobile Phone number
- Preferred Airline(s) & Frequent Flyer Number
- Seating Preference
- Arrival / Departure Date
- Departure City / Return City*

*No international flights or travel will be reimbursed unless prior approval is given.

Airfare more than \$600.00 will require Director approval. Participants must book the flight offering the lowest fare. There will be a \$45.00 service fee on top of the ticket price which will also be reimbursed at the conclusion of the course.

Reservations must be made a minimum of 30 days prior to the start of the course. Reservations made after this date are subject to Director approval.

HOTEL ACCOMMODATIONS

- Hotel room and tax will be covered by SIF for 3 nights, Wednesday, March 8th, Thursday, March 9th and Friday, March 10th ONLY. Additional nights will be billed to your personal credit card and are based upon availability at the hotel. *Please let me know at your earliest convenience if you will require additional nights so I am sure to make the correct arrival and departure dates for you.*
- Incidentals are the responsibility of the participant.
- Hotel reservations are made by Gaffney Events upon acceptance to the course.

REIMBURSEMENT POLICY

Upon conclusion of the SIF Fellows Course, the **SIF 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, **Friday, March 24, 2017**. Once the completed form and receipts are reviewed and approved, a check will be issued to the participant.

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 fax (425-788-0668) or you may send via postal mail. If mailing, please address your reimbursement to the following:

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

Please note: In order to be eligible for reimbursement, Fellows must attend all sessions of the Course.

Sign-in is **REQUIRED** at the Fellows Registration Desk each morning & afternoon in order to confirm attendance.

REIMBURSABLE EXPENSES

- Airfare booked through Planet Travel & Tours within guidelines stated above.
- Planet Travel & Tours 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.
- Mileage to and from Symposium (only if driving and no airfare is purchased).

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.
- Gas or Mileage.
- Rental cars.
- Baggage fees.
- Taxis for personal use during your stay in Scottsdale.