



2017 CICT FELLOWS SCHOLARSHIP GUIDELINES & REIMBURSEMENT INSTRUCTIONS

Congratulations on your scholarship approval to attend the 2017 Complex Interventional Cardiovascular Therapy Conference. As an approved Fellow, your travel and lodging expenses will be reimbursed **up to \$1,000.00 US Dollars**, and your course registration fee will be waived.

You are required to arrange your own airline travel to San Francisco, along with your hotel accommodations. Gaffney Events can assist with both if needed. The following travel expenses are approved for reimbursement:

- Domestic Coach Class Roundtrip Airfare to / from San Francisco
- Airport transfers (taxi, uber or shuttle 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)
- Onsite parking (for Fellows who drive to the Course only)
- Up to 3 nights Hotel Stay at Hotel of your Choice: 7/20, 7/21, 7/22 only
- Taxi or Uber to and from the Course from Hotel: 7/21 and 7/22 only

Non- Reimbursable Expenses:

- Canceled flights and hotel rooms
- Extra fees related to earlier flights or missing confirmed flights
- Additional hotel night stays
- 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 (Unless driving and no airline ticket is needed)
- Rental cars
- Baggage fees

Reimbursement Policy

At the conclusion of the CICT Conference, the **CICT Reimbursement Form** must be completed and remitted with copies of original receipts as outlined below. Please submit no later than 15 business days after the event, or by **Friday, August 11, 2017**. The preferred method for the quickest processing of your reimbursement is to submit the reimbursement form and receipts via email. The other option is to fax, or you may send via postal mail.

Once the completed form and receipts are reviewed and approved, a check will be issued to the participant.

Please address your reimbursement to the following: jennifer@gaffneyevents.com

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

Office (425) 844-9019
Fax (425) 788-0668

Please note: Sign-in is **REQUIRED** at the CICT Conference on both Friday and Saturday to be eligible for reimbursement. Please sign in at the Fellows Registration Desk each morning and afternoon in order to confirm attendance.