

2019 NORTHWELL HEALTH CARDIOVASCULAR FELLOWS COURSE SCHOLARSHIP GUIDELINES



Scholarship Applications will be reviewed on a first-come, first-served basis. Approved Fellows will be contacted by Gaffney Events with instructions on arranging your travel to Las Vegas.

Please Note: You will be required to submit a Proof of Fellowship Letter on your Institution Letterhead to be eligible for the course and to receive travel reimbursement.

AIRLINE TRAVEL

Approved Scholarship Recipients will be required to purchase their own airline travel through our contracted travel agent, Meena Singh at Planet Travel and Tours. The cost of your airline ticket and travel agent fee will be reimbursed at the conclusion of the course, subject to course guidelines. Please contact Meena at:

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

Please provide the following details:

- Name of Course: **Northwell Health Fellows Course** in Las Vegas, Nevada
 - 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
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- No international flights or travel will be reimbursed.
 - Airfare in excess of \$550.00 will require Director approval. Participants must book the flight offering the lowest fare.
 - Approved participants must purchase their own airline ticket and then submit original receipts for reimbursement once completing the course.
 - There will be a \$45.00 service fee which will also be reimbursed at the conclusion of the course.
 - Reservations must be made a minimum of 24 days prior to the start of the course. Reservations made after this date are subject to Director approval.

Hotel Accommodations

- Hotel reservations are made by Gaffney Events upon acceptance to the course.
- Hotel room and tax **ONLY** will be covered by Northwell Health for 3 nights, Wednesday, January 30th, Thursday, January 31st and Friday, February 1st. Additional nights will be billed to your personal credit card and are based upon availability at the hotel.

Please Note: You will be required by the hotel to produce a personal credit card upon check in to cover any incidentals or additional hotel nights. you. Incidentals are the responsibility of the participant.

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Reimbursement Policy

Upon conclusion of the Northwell Health Cardiovascular Fellows Course, the **Northwell Health Fellows Reimbursement Form** must be completed and submitted with receipts outlined below.

Please submit no later than 10 business days after the event, **Friday, February 15, 2019**. 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 Jessica Pitts, or jessica@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 receipt.
- Airport Parking at location of residence (if flying to event), receipt must be submitted.
- Mileage to and from Symposium (only if driving and no airfare is purchased).

Non-Reimbursable Expenses

- Canceled flights, extra fees related to earlier flights or missing confirmed flights.
- Baggage Fees.
- 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.
- Rental cars.
- Baggage fees.
- Taxis for personal use during your stay in Las Vegas.