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## 2020 Northwell Health Cardiovascular Nurse Course Scholarship Guidelines

The Northwell Health Cardiovascular Fellows Course Scholarship includes a roundtrip coach-class airline ticket, 1-night of hotel accommodations, and ground transportation to and from the airport. Once approved, attendees should follow the following instructions regarding how to book travel to and from the Symposium.

### **AIRLINE TRAVEL**

- Once approved, Scholarship Recipients must contact Tangerine Travel to arrange air transportation:
  - Phone at 425-354-6996
  - Email: [gaffney@tangerinetravel.com](mailto:gaffney@tangerinetravel.com)
  - When contacting them, please state the following:
    1. You're working with **GAFFNEY EVENTS**
    2. You are a **FELLOW**
    3. You are attending the **2020 Northwell Health Nurse / Tech Course**
- When booking, approved participants must pay for their own airline ticket and then submit original receipts for reimbursement once completing the course.
- 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 \$32.00 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 approval.

### **Hotel Accommodations**

- Hotel room and tax will be covered for one night, Thursday, February 6<sup>th</sup> ONLY. 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.*
- Incidentals are the responsibility of the participant.
- 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 course, the **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, February 21<sup>st</sup>, 2020**. 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](mailto: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 143<sup>rd</sup> Place  
Duvall, WA 98019

**Please note:**

Sign-in is **REQUIRED** at the Registration Desk in the morning and afternoon in order to confirm attendance. Travel expenses will not be reimbursed if the participant has not signed in and been in attendance.

**Reimbursable Expenses**

- Airfare booked through Tangerine Travel within guidelines stated above and their Service Fee
- Airport transfers (taxi, uber/lyft or van services, no 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 only) \*

**Non-Reimbursable Expenses**

- Cancelled 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 if flying
- Rental cars
- Baggage fees
- Taxis for personal use during your stay in Las Vegas