2027 NYTV SCHOLARSHIP GUIDELINES

The 2027 NY Transcatheter Valves Scholarship includes:

- Round-trip, Coach Airfare reimbursement (up to $500.00 USD)
- Two nights hotel accommodations
- Ground Transportation to & from the airport (up to $200.00)

AIRLINE TRAVEL

- Approved participants must purchase their own airline ticket. You will be reimbursed post conference up to $500.00 USD after all attendance requirements are met.
- No international flights or travel will be reimbursed, unless pre-approved by the Course Director.
- Please plan your inbound flight to arrive any time on **Thursday, February 4th** (Note – hotel check-in time is 3:00 PM).
- Return flights should be scheduled for departure on **Saturday, February 6th** (You may depart any time, hotel check out is 12:00 pm)

HOTEL ACCOMMODATIONS

- Hotel room and tax will be covered for two nights: T**hursday, February 4th** & **Friday, February 5th.**
- Any 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 require additional nights so the correct arrival and departure dates are reserved for you.*
- Hotel reservations will be made by Gaffney Events upon acceptance to the course. Any other accommodations will not be reimbursed.
- Incidentals are the responsibility of the participant.

REIMBURSEMENT POLICY

- Upon conclusion of the 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 **Sunday, March 7th**
- Once the completed form and receipts are reviewed and approved, a check or ACH transfer will be issued to the participant.
- To process your reimbursement please submit your reimbursement form and receipts via email to: Adina Welch, adina@gaffneyevents.com

Sign-in is REQUIRED at the Registration Desk in the morning prior to the beginning of the course and again after the course conclusion. Travel expenses will not be reimbursed if the participant has not signed in.

Approved Reimbursable Expenses	Non-Reimbursable Expenses
○ Airfare expenses up to $500.00 USD ○ Airport transfers (taxi, uber 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)	○ Cancelled flights and hotel room cancellation fees ○ Extra fees related to missing confirmed flights ○ Meals outside of the provided breakfast, breaks and lunch as part of the training ○ Additional hotel nights 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 ○ Limousine service, Taxis for personal use during your stay ○ Gas or Mileage if flying, Rental cars, Baggage fees