

## 2022 SDCI FELLOWS PROGRAM

### SCHOLARSHIP GUIDELINES

The SDCI Fellows Scholarship includes a roundtrip coach-class airline ticket, two nights' hotel accommodations, and ground transportation to and from the airport. Once approved you will be contacted by Gaffney Events with instructions on arranging your travel to San Diego. *Airfare **MUST** be booked using our travel agent, Meetings and Incentives.*

#### Airline Travel

- Once approved, Scholarship Recipients will be sent a link via email with instructions on arranging air travel to and from San Diego
- Approved participants must purchase their own airline ticket and pay travel agent service fee. You will be reimbursed post conference after all attendance requirements are met.
- No international flights or travel will be reimbursed, unless approved by the Course Director.
- Airfare in excess of \$500.00 will require Course Director approval. Participants must book the flight offering the lowest fare.
- There will be a \$40.00 service fee on top of the ticket price which will also be reimbursed at the conclusion of the course.
- Please plan your inbound flight to arrive on **Thursday, August 18th by 11:30 AM**. The course will begin at 1:00 PM.
- Return flights should be scheduled for departure on **Saturday, August 20th and must depart after 3:00 pm**, in order for participation in the majority of the SDCI General Session that day.

#### Hotel Accommodations

- Hotel room and tax will be covered for two nights, Thursday, August 18th and Friday, August 19th, 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 **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 **Friday, September 2, 2022**. 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 at [Jennifer@gaffneyevents.com](mailto:Jennifer@gaffneyevents.com).

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

**Please note:**

The SDCI Fellows Course is being held in conjunction with the SDCI General Sessions. You must attend the Thursday Fellows Course and Friday- Saturday General Sessions in order to receive reimbursement. Sign-in is **REQUIRED** at the Fellows Registration Desk each morning in order to confirm attendance. Travel expenses will not be reimbursed if the participant has not signed in each day and been in attendance all days.

**Reimbursable Expenses**

- Airfare & Agent Service Fee booked through Meetings & Incentives within guidelines stated above
- Airport transfers (taxi, Uber/Lyft 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 / Train to and from Symposium (only if driving and no airfare is purchased)
- Onsite parking (for Fellows who drive to the Course 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 San Diego