Expense and Reimbursement Guidelines for Convention Delegates
(And alternates seated as Delegates)

To support the participation of all elected Convention Delegates (and Alternates who are seated as Convention Delegates) for this year’s two-day Convention, NYSNA is offering reimbursement for members seated as Convention Delegates for the most economical and reasonable travel available and hotel reimbursement at the double occupancy negotiated rate at the designated Convention hotel. Reimbursement guidelines are outlined in this document.

**Hotel Accommodations**

For members seated as Convention Delegates that live or work (NYSNA facility) two hours or less from the Convention venue: One night hotel accommodation for the night of Monday, October 23 booked through the NYSNA designated room block at the Sheraton Times Square New York hotel at the double occupancy rate when sharing a room with another NYSNA member may be reimbursed.

For members seated as Convention Delegates traveling more than 2 hours (from their NYSNA facility or home) to the Convention location: Two-nights of hotel reimbursement (Sunday, October 22 and Monday, October 23), booked through the NYSNA designated room block at the Sheraton Times Square New York, at the double occupancy rate when sharing a room with another NYSNA member may be reimbursed.

For members seated as Convention Delegates that live or work in remote areas with limited travel options a third night will be considered for reimbursement. Delegates must contact Meeting and Convention Planning prior to booking hotel and travel for approval.

**Transportation**

NYSNA may provide transportation at various facilities and locations should the demand justify the expense. Seated Convention Delegates that live or work in areas where NYSNA does not provide transportation may be reimbursed for a round trip of the most economical and reasonable means of transportation available when submitted with a receipt including the date of travel and cost.

For seated Convention Delegates that live or work where NYSNA does not provide transportation and choose to drive, mileage may be reimbursed (at the IRS rate) up to the amount up to the rate of the least expensive means of the most economical and reasonable means of transportation available. Parking may be reimbursed for up to $85 per day. Tolls may be reimbursed when a receipt is provided. Gasoline costs will not be reimbursed as they are factored into the mileage reimbursement rate.

Seated Convention Delegates that live or work in remote areas may be eligible for airfare reimbursement with pre-approval by contacting the NYSNA’s Meeting and Convention Planning department.
**Meal Reimbursement**
For seated Convention Delegates that are approved for additional overnight accommodations (October 22nd and/or 24th), reasonable meals outside of the Convention may be reimbursed. All expenses must be itemized and substantiated by receipts; unsubstantiated expenses will not be reimbursed.

Note: There is no reimbursement for a meal where there is a NYSNA-provided meal. There will be no reimbursements made for any type of alcoholic beverages.

**Registration Fee**
Convention Delegates may submit for reimbursement of the registration fee (early or late fee) on their expense voucher by providing a copy of the paid invoice from NYSNA.

**Reimbursement Process**
Seated Convention Delegates must submit expense vouchers and itemized receipts according to the instructions on the reimbursement form provided by NYSNA no later than 90 days after the last day in which the activity took place.

**Important Guidelines**
- All expenses submitted must be substantiated with an itemized receipt that documents the date and cost to be considered for reimbursement.
- Sharing accommodations are required unless Convention Delegates choose to pay the difference for a single room. Convention Delegates that do not share a room may be reimbursed for half the cost of a room as outlined in the categories above.
- All attendees are responsible for finding their own roommates; however, they may contact NYSNA’s Meeting and Convention Planning if they wish to have their name shared with other NYSNA members looking for roommates.
- If the designated NYSNA room block is full or the date has expired, Convention Delegates must contact NYSNA’s Meeting and Convention Planning department prior to booking outside of the block to be eligible for reimbursement. Alternate accommodation will only be considered for reimbursement with prior approval and if it is for moderate & economical accommodations comparable to the NYSNA rate.
- Attendance at the NYSNA Convention is required to be eligible for reimbursement.
- Members seated as Convention Delegates who are in triple/quad rooms will be reimbursed at the NYSNA discounted rate for that type of room.
- Members may not be reimbursed for more than the cost of the room or for points or any alternate payment method used for their NYSNA room.
- Members must cancel their own room reservations if the room will not be used.