Expense and Reimbursement Guidelines for Members (not seated as Convention Delegates)

NYSNA members not seated as Convention Delegates may be eligible for up to $250 ($100 for travel and $150 for hotel*) for attending the 2023 convention at the Sheraton New York Times Square on October 23rd and 24th. There is a limited amount of funds designated for this purpose and they will be issued on a first come, first served basis using the following guidelines:

**Transportation:** NYSNA may provide transportation at various facilities and locations should the demand justify the expense. Members that live or work in areas where NYSNA does not provide transportation may be eligible for reimbursement of up to $100 for a round trip of the most economical and reasonable means of transportation available.

For members that choose to drive from locations where NYSNA does not provide transportation, mileage may be reimbursed (at the IRS rate) up to the amount up to the rate of a round trip of the most economical and reasonable means of transportation available. Parking may be reimbursed for up to $85 per day. Tolls may be reimbursed. Gasoline costs will not be reimbursed as they are factored into the mileage reimbursement rate. Note: if NYSNA provides transportation from where you live or work, you will not be eligible for transportation reimbursement.

Members that live or work in remote areas where NYSNA does not provide transportation, may be reimbursed for train or airfare with pre-approval by contacting the NYSNA’s Meeting and Convention Planning department.

Note: The total cost of travel reimbursement (including parking, tolls, airfare etc.) will not exceed $100.

**Hotel:** Non-Delegate members may submit for reimbursement in the amount of up to $150 for one night hotel accommodation for the night of Monday, October 23rd 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.

* Reimbursement for two or three nights (for 10/22 or 10/24) will be considered only for members traveling from locations where travel options are limited.

**Meals:** Meals outside of the Convention will not be eligible for reimbursement.

**Registration Fee**
Members 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:** NYSNA members must submit expense vouchers and itemized receipts on the form provided 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.
- 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, members 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 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.