

## NYSNA Member Expense Report for 2023 Convention (Special Fund)

Name:				Purpose & Name of Meeting: 2023 Convention							Date(s) of Travel:		
Address:				Facility/Employer:									
City/State/Zip:				Location: Sheraton New York Times Square Hotel									
Date				Miles or Mode of Travel	Transport Cost Miles @ .655	Taxi	Parking/Tolls	Lodging	Meals			Misc. Reg. Fee	Reimbursement Source Category: <b>Member Conv Expenses (Special Fund)</b>
	From	To	To						Breakfast	Lunch	Dinner		
									N/A	N/A	N/A		
									N/A	N/A	N/A		
									N/A	N/A	N/A		
									N/A	N/A	N/A		
									N/A	N/A	N/A		
<b>Total cash &amp; personal charge items</b>									N/A	N/A	N/A		

Total Cash & Personal Charge Items	\$
Less: Non-Reimbursable Expenses	\$
<b>Balance Due</b>	<b>\$</b>

Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

For NYSNA Office use:

Approver \_\_\_\_\_ Date \_\_\_\_\_

Charge to: \_\_\_\_\_

Did you have a roommate? \_\_\_Y\_\_\_N  
 Was your roommate a \_\_\_NYSNA Member?  
 &/or \_\_\_a Conv. Delegate?

Roommate name: \_\_\_\_\_

**To be filled out by roommate:**

*I (roommate) did not pay for room \_\_\_\_\_ OR*

*I (roommate) paid ½ and will submit expense \_\_\_\_\_*

**Roommate Signature:** \_\_\_\_\_

### **NYSNA Member Observer (not serving as a Convention Delegate) Convention Reimbursement Policy for Convention 2023**

Members attending the convention, not serving as a convention delegate may be eligible for up to \$250 (\$100 for travel and \$150 for hotel) for attending the 2023 convention. There is a limited amount of funds designated for this purpose and they will be issued on a first come, first serve basis as follows:

**All expenses must be itemized and substantiated by receipts; unsubstantiated expenses will not be reimbursed. If a receipt is unattainable, please provide an explanation on the expense voucher and reimbursement will be considered.**

- 1. Transportation:** NYSNA may provide transportation at various facilities and locations should the demand justify the expense. Member observers 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. Transportation by bus, train, or airfare (if approved) will be reimbursed at the economy/coach rate. If mileage reimbursement is approved, the rate of reimbursement will be at the rate allowed by the IRS up to \$100. Gasoline costs will not be reimbursed.
- 2. Hotel:** Member observers 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. Members must cancel the room reservation if the room will not be used. Hotel cancellation fees will not be reimbursed unless the association cancels the meeting or event.
- 3. Registration Fee:** Member observers may submit for reimbursement of the registration fee on their expense voucher by providing a copy of the paid invoice from NYSNA.
- 4. Meals:** Meals will be provided at the convention for members at no charge. Meals outside of the convention are not eligible for reimbursement.
- 6. Expense vouchers must be received no later than 90 days after the last day during which the activity took place.** Expenses received after this date will not be reimbursed.

Please return to:      New York State Nurses Association  
Attn: Accounting  
155 Washington Ave  
Albany, NY 12210

