

## NYSNA Convention 2021 - Delegate Reimbursement Policy

**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. Hotel Accommodations**

One night hotel accommodations booked through the NYSNA designated room block at the double occupancy rate (including all taxes and fees) will be reimbursed for delegates traveling more than 2 hours to the meeting location. Two-night hotel reimbursement (day before and day after meeting) will be considered for members that live in remote areas with limited travel options. Sharing accommodations are required (or member can pay the difference for a single room). Note: **If there is no designated hotel available, reimbursement will be for moderate & economical accommodations available. 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.**

### **2. Transportation**

NYSNA may provide transportation at various facilities and locations should the demand justify the expense. Delegates in areas that NYSNA does not provide transportation, the least expensive means of public transportation round trip amount, or plane/train fare (economy class) for upstate areas will be reimbursed. Note: You must consult with Meeting & Convention Planning Department, prior to reserving air travel.

For delegates that choose to drive, mileage will be reimbursed (at the IRS rate) up to the amount up to the rate of the least expensive means of public transportation and/or plane/train fare. Parking will be reimbursed for up to \$65 per day. Gasoline costs will not be reimbursed.

### **3. Meal Reimbursement**

For members delegates that are approved for overnight accommodations, meals outside of the Convention will be reimbursed for up to \$76 per day (IRS per diem rate for NYC). Note: Alcoholic beverages are not reimbursable. Note: There is no reimbursement for a meal where there is a NYSNA-provided meal.

### **4. Registration Fee**

Delegates may submit for reimbursement of the registration fee on their expense voucher by providing a copy of the paid invoice from NYSNA.

### **5. 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: Rehanna Singh-Mohan  
131 West 33<sup>rd</sup> Street, 4<sup>th</sup> Floor  
New York City, NY 10001



# NYSNA Delegate (or Alternate serving as Delegate) Expense Report for 2021 Convention

<b>Name:</b>				<b>Purpose &amp; Name of Meeting:</b> 2021 Convention						<b>Date(s) of Travel:</b>		
<b>Address:</b>				<b>Location:</b> Sheraton Times Square, New York, NY								
<b>City/State/Zip:</b>												
Date	Miles or Mode of Travel			Transport Cost Miles @ .56	Taxi	Parking/Tolls	Lodging	Meals			Misc. Registr. Fee	Reimbursement Source Category: <b>Delegate Expenses (or Alternate serving as Delegate)</b>
	From	To	To					Breakfast	Lunch	Dinner		
<b>Total cash &amp; personal charge items</b>												

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 1/2 and will submit expense \_\_\_\_\_  
**Roommate Signature:** \_\_\_\_\_