

## NYSNA Member (non-delegate) Convention Reimbursement Policy for Convention 2021

Non-delegate members may be eligible for up to \$250 (\$100 for travel and \$150 for hotel) for attending (in person) the 2021 convention at the Sheraton Times Square on Wednesday, October 27. 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:

**1. 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.**

**2. Transportation:** If NYSNA is not providing transportation from your facility or a nearby facility, there is a limited pool of funds to reimburse members up to \$100 **on a first come first served basis**, for the most economical means of transportation available from your facility location. Transportation by bus or train will be reimbursed at the economy/coach rate. Travel utilizing commercial airlines, via economy class, must be at the “lowest logical airfare”. The “lowest logical airfare” is defined as the lowest economy class fare available.

If mileage reimbursement is approved, the rate of reimbursement will be at the rate allowed by the IRS. Gasoline costs will not be reimbursed. Related tolls and parking fees outside of NYC will be reimbursed only if receipts are provided.

**3. Hotel:** Non-Delegate members, traveling more than two hours to the Sheraton Times Square may submit for reimbursement in the amount of up to \$150 per night by providing a receipt from the hotel at the NYSNA negotiated rate for the night(s) of October 26 and/or 27. Reimbursement for a 2<sup>nd</sup> night will be considered only for members traveling from locations where travel options are limited. Sharing accommodations are required (or member can pay the difference for a single room). If there is no designated hotel available, reimbursement will be for moderate and 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.

#### **4. Registration Fee**

Members 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: Bevin Tracy**  
                                  **155 Washington Ave**  
                                  **Albany, NY 12210**



## NYSNA Member Expense Report for 2021 Convention (Special Fund)

<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.	Reimbursement Source Category: <b>Member Conv Expenses (Special Fund)</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:** \_\_\_\_\_