



NYSNA Convention 2025 - Convention Delegate Reimbursement Policy

To support the participation of all elected Convention Delegates (and Alternates who serve as Convention Delegates) for this year's two-day Convention, NYSNA is offering reimbursement for members serving as Convention Delegates for the most economical and reasonable travel available and hotel reimbursement at the single occupancy negotiated rate at a designated convention hotel. Please note that members that serve as Convention Delegates must attend and participate in the business meeting on October 29, 2025, to be eligible for reimbursement as outlined in this document.

Hotel Accommodations:

- **Members serving as Convention delegates attending the full convention that live or work (NYSNA facility) two hours or less from the Convention venue** are eligible for reimbursement for hotel accommodations at the single occupancy rate (including all taxes and fees) for the night of October 28th.*
- **Members serving as Convention delegates attending the full convention that live or work (NYSNA facility) more than two hours from the Convention venue** are eligible for reimbursement for hotel accommodations at the single occupancy rate (including all taxes and fees) for the nights of October 27th & 28th.*
- **Members serving as Convention delegates attending only the business meeting** being held on October 29th are eligible for reimbursement for hotel accommodations at the single occupancy rate (including all taxes and fees) for the night of October 29th* if they live or work (NYSNA facility) more than two hours from the convention venue.

*Hotel accommodations must be booked through a NYSNA designated room block at the negotiated rate to be eligible for reimbursement. 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 accommodations will only be considered for reimbursement with prior approval and if it is for accommodations comparable to the NYSNA rate. Members may not be reimbursed for more than the cost of the hotel room or for points or any alternate payment method used for their NYSNA room. Convention delegates that choose to have a roommate may be eligible for reimbursement for half the cost of the room.

Transportation: NYSNA will provide transportation at various facilities and locations should the demand justify the expense. If NYSNA provides transportation from the region in which you live and work, travel expenses will not be reimbursed.

Seated Convention Delegates that live or work in regions 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 in a region 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. Tolls may be reimbursed when a receipt is provided. Gasoline costs will not be reimbursed as they are factored into the mileage reimbursement rate.

Meal Reimbursement: For delegates that are approved for overnight accommodation, meals outside of the Convention may be reimbursed for up to IRS per diem rate. Note: Alcoholic beverages are not reimbursable. **There is no reimbursement for a meal where there is a NYSNA-provided meal.**

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.



NYSNA Convention 2025 Member Observer Reimbursement Policy

NYSNA members that attend the 2025 NYSNA Convention as a member observer (not serving as a Convention delegate) may be eligible for up to \$400 reimbursement for hotel and travel as outlined below. **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. If NYSNA provides transportation from the region in which you live, and work travel expenses will not be reimbursed.

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. 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.

Hotel

Member observers that live or work (NYSNA facility) two hours or less from the Convention venue may submit for reimbursement in the amount of up to \$150 for one night hotel accommodations for the night of October 28th.

Member observers that live or work (NYSNA facility) more than two hours from the Convention venue may submit for reimbursement for up to \$300 (\$150 per night) for two nights of hotel accommodations for the nights of October 27th & 28th.

*Hotel accommodations must be booked through a NYSNA designated room block at the negotiated rate to be eligible for reimbursement. 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 accommodations will only be considered for reimbursement with prior approval and if it is for accommodations comparable to the NYSNA rate. Members may not be reimbursed for more than the cost of the hotel room or for points or any alternate payment method used for their NYSNA room. Convention delegates that chose to have a roommate may be eligible for reimbursement for half the cost of the room

Registration Fee: Members observers may submit for reimbursement of the registration fee on their expense voucher by providing a copy of the paid invoice from NYSNA.

Meals: Meals will be provided at the convention for members at no charge. Meals outside of the convention are not eligible for reimbursement.