

NYSNA Member Expense Report for 2026 Convention (Special Fund)

Name: Address: City/State/Zip:				Purpose & Name of Meeting: 2026 Convention Location: NY Hilton Midtown Facility/Employer:							Date(s) of Travel:									
Date				Miles or Mode of Travel	Transport Cost Miles @ .725* only in regions where NYSNA transportation was not provided		Parking/ Tolls	Lodging	Meals			Misc. Reg. Fee	Reimbursement Source Category: Member Conv Expenses (Special Fund)							
	From	To	To						Breakfast	Lunch	Dinner									
10/25									N/A	N/A	N/A									
10/26									N/A	N/A	N/A									
10/27									N/A	N/A	N/A									
									N/A	N/A	N/A									
Total cash & personal charge items									N/A	N/A	N/A									
													<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Total Cash & Personal Charge Items</td> <td style="padding: 2px 5px;">\$</td> </tr> <tr> <td style="padding: 2px 5px;">Less: Non-Reimbursable Expenses</td> <td style="padding: 2px 5px;">\$</td> </tr> <tr> <td style="padding: 2px 5px;">Balance Due</td> <td style="padding: 2px 5px;">\$</td> </tr> </table>		Total Cash & Personal Charge Items	\$	Less: Non-Reimbursable Expenses	\$	Balance Due	\$
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Less: Non-Reimbursable Expenses	\$																			
Balance Due	\$																			

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: _____

NYSNA Member Observer (not serving as a Convention Delegate) Convention Reimbursement Policy for Convention 2026

NYSNA members that attend the 2026 NYSNA Convention as a member observer (not serving as a Convention delegate) may be eligible for up to \$550 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:**

Attendance Requirement: For Member Observers to be eligible for reimbursement of Convention related expenses, attendance at continuing education sessions and/or Voting is required for each day submitting for reimbursement

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 \$150 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 \$200 for one night hotel accommodations for the night of October 26th.
- Member observers that live or work (NYSNA facility) more than two hours from the Convention venue may submit for reimbursement for up to \$400 (\$200 per night) for two nights of hotel accommodations for the nights of October 25th & 26th.

***Additional Guidelines:** Hotel accommodations must be booked through a NYSNA designated room block at the negotiated rate to be eligible for reimbursement. Hotel receipts must be itemized from the hotel and have the members' name and dates of stay. 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 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 or for rooms booked through a third party vendor (Expedia, Trip Advisor, etc.). Convention delegates that chose to have a roommate may be eligible for reimbursement for half the cost of the room

Registration Fee: Members may submit for reimbursement of the registration fee on their expense voucher by indicating the amount paid in the miscellaneous column. No receipt is necessary as NYSNA has documentation of these payments

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

Reimbursement Process: Itemized receipts must be submitted along with the reimbursement form no later than 90 days after the last day on which the event took place. **E-mail or mail this form along with receipts to: NYSNA, Attn: Accounting Dept., 155 Washington Ave, Albany, NY 12210 or to 2026ConventionReimbursements@nysna.org no later than Tuesday, January 26, 2027.**