Mary E. Sullivan
President

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Executive Vice President

CSEA NEW YORK

Stacey Baldwin Deyo
Secretary

Nicole Meeks
Treasurer

M E M O R A N D U M

To: State, Local Government and Private Sector Treasurers

From: Nicole Meeks, Statewide Treasurer

Date: July 2026

RE: **REIMBURSEMENT POLICY – 116th ANNUAL DELEGATES MEETING OCTOBER 4th – OCTOBER 9th, 2026, SHERATON NY TIMES SQUARE HOTEL**

WHO IS REIMBURSED

The members of the Sergeants-at-Arms, Credentials and Convention Committees are reimbursed directly by CSEA. These individuals should submit their expenses directly to CSEA on a standard green Travel Expense Voucher. The Local Claim Reimbursement form should not be used. These individuals should not seek advances or reimbursement from their Locals.

Local delegates are reimbursed by their Local. The delegates should submit their travel expenses to the Local Treasurer on a Local Travel Voucher. The Local Treasurer can then complete the Local Claim Reimbursement form for submission to CSEA for reimbursement based on the formula outlined in Article IV, Section 3, paragraph (e), sub-paragraph (1) of CSEA's By-Laws, which is as follows:

(1) ANNUAL DELEGATES MEETING. All Locals shall receive reimbursement for the expenses of one delegate to the annual meeting and Locals having more than 1,000 members shall receive reimbursement for the expenses of one additional delegate for each additional 1,000 members or major fraction thereof. The maximum reimbursement for such delegate shall be for full group rate quotations if appropriate, or full lodging and meal expenses that shall not exceed the rate adopted by the Statewide Board of Directors. Transportation expenses shall also be reimbursed.

DELEGATE REIMBURSEMENT RULES AND LOCAL GUIDELINES

The reimbursement guidelines for Local delegates are listed below. The Local Executive Board should be aware that these rates are **maximums.** The Local Executive Board may set the Local rates at something lower than the established rates, but at no time can the reimbursement rates **exceed** the rates listed. The Local Executive Board is reminded that rebated funds may only be used to pay the expenses of delegates. The Local delegates should submit for reimbursement to their Local using the standard red Local Travel Expense Voucher.

The Local Treasurer should complete the Local Claim Reimbursement form as outlined in CSEA's By-Laws and submit the completed form to CSEA for processing. **CSEA will not reimburse the Local for miscellaneous allowances if the Local has chosen to pay the miscellaneous allowance to its delegates.** The check will be sent to the Local Treasurer or directly deposited into the Local's bank account if your Local has signed up for that option. Forms received after April 9th, 2027, will not be paid.

Transportation

Mileage – 76 cents per mile to the driver, plus tolls when accompanied by receipts. If a toll road was not used, please indicate such on the voucher.

Public Transportation – Air, railroad, bus, with receipts.

Private Car Service- Will be reimbursed at the mileage rate of 76 cents per mile from your home location, plus parking fees, if applicable.

Parking – With receipts.

Meals

Except as indicated below, meals are not included in the room rate. Meals should be paid using CSEA's allowance policy. Breakfast allowance is given if on Union business before 7:00 a.m.; lunch, if on Union business between 12:00 and 2:00 p.m.; and a dinner allowance is given if on Union business after 7:00 p.m. The current CSEA regular daily meal and incidental rate is $80. New York City is considered a high-cost city for meals, therefore the U.S. General Services Administration (GSA) rate for NYC for 2026 is $92. Locals have the option to choose to reimburse their members for the ADM at the CSEA regular rate ($80) or the 2024 GSA rate ($92).

The cost of the CSEA/AFSCME event scheduled for October 7th is included in the room rate. A dinner allowance must not be given for this event.

Lodging

A maximum of five (5) nights' lodging for delegates will be reimbursed. Single or double accommodation is $530.79, which includes sales and occupancy taxes. Check-in is at 4:00 PM and check-out is at 12:00 PM. Hotel receipts must be attached to the voucher. Lodging must be secured through the process provided at the CSEA approved hotel that is part of the negotiated package.

Incidental Fee and Credit Card Holds

Delegates do not need to provide a credit card at check-in for incidentals. Any services or food and beverage ordered at the hotel outlets or room charges must be paid by credit card at the time of service. The Sheraton is now a cashless business. Cash is not accepted at the front desk or in the restaurants and bars.

Parking Fees

$ 85.00/24hours. There are no in/out privileges. Parking is located at 140-166 W 53rd Street and W 52nd Street, New York, NY 10019.

Miscellaneous Allowance

Up to $50.00 for each overnight stay may be approved. This is not a reimbursed expense from CSEA but may be approved as a Local expense for the delegates.

Enclosure
cc: Local Presidents (without Local Claim Reimbursement Form)