

NATIONAL ASSOCIATION OF REALTORS®
TRAVEL POLICY AND PROCEDURES FOR
GENERAL MEMBERSHIP TRAVELING ON BEHALF OF THE ASSOCIATION
(APPROVED AT THE 2005 MIDYEAR MEETINGS)

The following is a policy which outlines reimbursable expenditures for members traveling on behalf of the NATIONAL ASSOCIATION OF REALTORS® (NAR). This policy was adopted by the Finance Committee at their September 5, 1989 meeting and amended at their May 10, 2005 meeting. It is designed to:

- Insure compliance with minimum Internal Revenue Service (IRS) requirements.
- Insure that members are reimbursed on a fair and equitable basis.
- Avoid undue record keeping and reimbursement delays.

NAR will not reimburse expenses submitted which are not in compliance with IRS requirements or the NAR Travel Policy. A memo will be attached to your reimbursement check indicating how much was not in compliance with the Member Travel Policy, with instructions to resubmit any items to NAR's Treasurer, care of the NAR CFO, if you feel there are special circumstances. Exceptions are approved at the Treasurer's discretion.

All expenses must be submitted on a (member) expense report within 30 days of the completed trip. Those submitted after 30 days may or may not be approved. In no case will any expenses be reimbursed more than 90 days after completion of a trip.

NOTE: In most cases, the Association does not reimburse members traveling to the Midyear Meetings and Annual Conventions.

Should you have any comments or questions regarding this travel policy, please contact your Staff Executive, or John Pierpoint at 312-329-8260 or Candace Bodnar at 312/329-8824.

POLICIES IN BRIEF

Receipts

- **Original** receipts are required for all expenses greater than or equal to \$75.00.

Deadlines

- Expense reports must be received by NAR within 30 days of trip.

Airfare

- Call Carlson Wagonlit, 1-800-853-6225. Or you can use your own travel agency.
- Cannot fly first class.
- Purchase tickets in advance, whenever possible.
- Must have original passenger receipt or a copy of an 'ETicket' with the ticket number and cost.

Mileage

- IRS allowable.
- Mileage cannot exceed cost of airfare to same destination.

Rental Car

- Must consult your Staff Executive first.
- Collision damage waiver must be purchased.

Parking & Tolls

- Actual Cost.

Taxi & Bus

- Actual Cost (business purposes only).

Lodging

- Lodging will be arranged by your Staff Executive.
- Room and tax may be master billed to NAR.
- Incidentals should be paid by you upon check out.
- Must have original receipt with proof of payment, unless master billed.

Meals

- Meals are reimbursed up to \$80.00 per day per member.
- Driving instead of air travel: meals and incidentals will be reimbursed for only one travel day each way.

Guest Entertainment

- Guest Entertainment should be listed on 2nd page of expense report (provide business purpose and guest names and company names).

Tips

- Actual cost up to \$2.00 per bag for skycap, doorman and bellman.

Telephone

- All NAR business calls are reimbursable.
- Personal calls are limited to 15 minutes per day. (members are encouraged to use the least costly calling method).
- Air-to-ground calls are not reimbursable.

Incidentals

- Laundry, valet services, toiletries, snacks/minibar are reimbursable, **but should be included in your \$80.00 per day maximum.**

Non-Reimbursable Expenditures

- Personal entertainment (i.e. in-room movies).
- Purchase of books or magazines.
- Barber or Beautician.

I. RECEIPTS

The IRS, as well as the NATIONAL ASSOCIATION OF REALTORS® requires original receipts for any expenses of \$75.00 or more. NAR will not reimburse any expenditure of \$75.00 or more if there is no original receipt to accompany the expenditure. We strongly recommend that you include receipts for all expenditures, regardless of dollar amount. Your receipts should be included when you submit your expense report.

II. AIR TRANSPORTATION

You may use your own travel agent, but NAR encourages you to use NAR's designated travel agency.

NAR typically has a special revenue sharing agreement with the travel agency, and they dedicate agents to our account for more personal service. Through the use of the travel agency the process of accounting for and reimbursing travel expenses is substantially less costly and more efficient for the association.

You may arrange for your air reservations by calling Carlson Wagonlit at 800/853-6225. Identify yourself and the committee or task force meeting you will be attending. Reservation agents will be available to take your reservations using the following guidelines.

- Reservations are for coach class or special fares only (unless you wish to pay the difference).
- If you wish to include personal travel in conjunction with your business trip, you may do so; however, you need to give the agents a charge card number or attach a check to your expense report for the personal portion of the trip.
- All airline expenses are automatically charged to NAR's account, and you will automatically receive \$200,000 of life insurance. If you prefer, you may use your own credit card instead of NAR's Diners Club card, in which case you will need to include your airfare on your expense report.
- Advance purchase tickets whenever possible to take advantage of lowest cost fares.

NOTE: The Association can monitor travel with the various travel management and cost savings reports received from the travel agency allowing for better internal management and budgeting control; better tools for negotiating volume discounts; and better travel cost projections for future meetings. It also reduces your out-of-pocket expenses.

Unless you use an Eticket, all tickets will be sent to you via registered mail, unless there are time constraints. In these cases, tickets will be Federal Expressed. If, for any reason, you do not use a ticket, simply mail it to Carlson Wagonlit.

Periodically, we negotiate special/volume discounts with airlines for special meetings and task force meetings. Your staff executive will advise you when discounts have been negotiated and how to obtain them. The discounts apply whether your reservation is made through ITS, your own travel agency, or directly with one of the applicable airlines.

III. GROUND TRANSPORTATION

- **Airport Limo, Taxi and Bus:** Actual Cost.
- **Mileage:** IRS allowable (not to exceed cost of airfare).

- **Parking/Tolls:** Actual Cost.
- **Rental Car:** Consult your staff executive if you need to rent a car. Rental cars are reimbursable only when other methods of transportation are not obtainable.

If it is necessary to rent a car, the collision damage waiver must be purchased. This is to ensure that you will not be liable for out-of-pocket expenses should an accident occur.

NOTE: Use discretion when choosing your method of transportation to and from the airport (i.e., in many cases, if you will be out of town for five (5) or more days, it might be less expensive to use an airport limo or taxi versus parking your car at the airport).

If you choose to drive to a meeting in lieu of flying, reimbursement will be based on reasonable costs, but in no case will you be reimbursed for costs, which in total, exceed the applicable airfare.

IV. LODGING

- Lodging will be arranged by your staff executive.
- Room and tax may be master billed to NAR.
- Incidentals should be paid by you upon check out.

NOTE: You will be advised by your staff executive of any exceptions to the above.

CANCELLATIONS: Should you find it necessary to cancel your hotel reservations, it is your responsibility to contact your staff executive during business hours or the hotel after hours so the Association is not charged for a "no show."

V. MEALS AND INCIDENTALS

- You will be reimbursed for all meals including tips, as well as incidental expenses, not to exceed \$80.00 per day.
- Incidentals of a personal nature (i.e., laundry and valet services, toiletries, snacks/minibar) are reimbursable, but only to the extent they are included in the \$80.00 per day maximum.

VI. GUEST ENTERTAINMENT

- When dining with others, record amount under "Guest Entertainment" and list guest names and company, along with the business purpose on 2nd page of expense report form.
- Each member is limited to \$80.00 per day.

VII. TIPS

- Actual cost up to \$2.00 per bag for skycap, doorman and bellman.

VIII. TELEPHONE

- All NAR business calls are reimbursable.
- Personal calls, while on Association business, are reimbursable for up to 15 minutes per day.
- Air-to-ground calls are not reimbursable.

HELPFUL HINT: Hotels are benefiting from phone calls by adding a surcharge to a call if it is made from a guest room. It is often less expensive to place a call from a pay phone, your cell phone, or from the office being visited. In addition, many members have 800 numbers that they could use. Also, rates are at their lowest between 6:00 pm - 8:00 am.

IX. NON-REIMBURSABLE EXPENDITURES

- Personal Entertainment - i.e., in-room movies and airline headphones.
- Purchase of books or magazines.
- Barber or beautician service.

X. FILING EXPENSE REPORTS

Expenses for reimbursement must be filed on NAR's Member Expense Report form (available from your NAR staff executive). The form must include the business purpose, date of travel, committee/task force, your name, address, and your signature. All applicable original receipts must be attached and the completed form sent to your staff executive at NAR for approval. Once approved, NAR will process and send your reimbursement within five (5) days.