

## **100. TRAVEL AND BUSINESS ENTERTAINMENT**

### **Statement of Purpose**

With the establishment of this policy, North Shore-Barrington Association of REALTORS (NSBAR) seeks to simplify the travel process by providing guidelines to follow in order to protect the interests of NSBAR and its travelers. When funds are available, this document serves to clarify the means by which travel should be arranged and parameters to adhere to. It is company policy to reimburse officers, staff or members for necessary and reasonable travel expenses when directly connected with or pertaining to association business. All travel must be done in accordance with this policy to qualify for reimbursement. Travelers are asked to exercise prudent business judgement regarding expenses covered by this policy.

### **Responsibilities**

With this understanding, an organized and clear process for submitting expenses is crucial to ensure all expenses are reimbursed in a timely manner.

Reimbursements for expenses that are not in compliance with this policy must be submitted in writing and require the approval of the Board of Directors.

### **Travel Expenses**

This policy will be reviewed annually as part of drafting the annual budget. It is the policy of the Association to establish travel expense limitations and guidelines as follows:

The following applies to each section within section 100.

Reimbursements for travel expenses, business meals, or other approved costs will be made only upon receipt of an approved and completed Association Expense Report form. If you are a member of a committee at the state or national level, you are required to submit a copy of the committee agenda and include a meeting description (who, what, when, where, why and how it affects the association and its members) and all receipts which also includes; who, what, when, where, what was discussed must be attached and submitted within 30 days unless otherwise noted. Expenses not submitted within 60 days will not be reimbursed. If requested, please be prepared to report to the NSBAR Board of Directors.

Expenses that will be considered for reimbursement will be:

- Airfare (not to exceed the average cost paid by the Association);
- Hotel (number of nights limited to the length of the Convention/Meetings);
- In room wi-fi
- Airport transportation;
- Parking;
- Cab fares
- Tolls.
- wi-fi during flight
- Meals (\$125 per day for NAR and \$100 per day for Illinois REALTORS®)
- Group dinners organized by NSBAR CEO
- Tips. Not in excess of 20%
- Event Registration

The following will not be considered for reimbursement:

- Car Rentals

**Car rentals will not be reimbursed unless approved in advance by the Board of Directors. LDW**

**(Loss Damage Waiver) coverage should not be requested unless you do not have insurance. Receipts are required. CEO may request permission from the Executive Committee.**

- Baby-sitter fees;
- Excess hotel nights;
- Award points;
- Airfare/Hotel upgrades;
- Airline club dues;
- Air phone usage;
- In-flight movies/refreshments;
- Specialty Registrations;
- Spouse or significant other expenses;
- Personal articles (i.e. toiletries, magazines, etc.)
- Laundry
- In Room movies
- Transportation to non-board functions
- Group dinners. Group dinners are arranged by NSBAR CEO.

NOTE: When the meetings are within the Chicago Metro area, mileage and parking will be reimbursed in lieu of hotel and airfare.

Reimbursements from all sources cannot exceed 100%. Reimbursements cannot be applied against multiple policies.

In all cases, travelers are asked to exercise prudent business judgement regarding the booking of airfare and strive for the lowest possible fare. Book early when fares are lower. Carpooling is encouraged.

### **Illinois REALTORS® Meeting Travel Reimbursement**

The Association will annually budget to send the President, the President-Elect, the Secretary-Treasurer, the Chief Executive Officer and other staff (at the discretion of the Chief Executive Officer) to all Illinois Realtors® Business Meetings. The Association will annually budget to send the Government and Political Issues Committee (GPIC) Chair and Global Committee Chair to the annual Illinois Realtors® Public Policy Meeting and Illinois Realtors® Business meetings that pertain to their committee. Hotel will be reimbursed to accommodate attendance for the meeting. Either the night before to accommodate a morning meeting or that evening for an afternoon meeting. A maximum of 3 night's accommodations to be determined by CEO. The Association will annually budget a one-night stay for the NSBAR REALTOR of the Year (ROTY) and guest to attend the Illinois REALTORS® Realtor® of the Year (ROTY) Banquet.

NSBAR primary members who are Illinois Realtors® Committee Chairman and/or Vice Chairman who do not receive a stipend from Illinois Realtors® are eligible for reimbursement for attendance at the Illinois Realtors® Meetings. Expenses that will be considered for reimbursement will be:

- Mileage at the then current IRS rate;
  - Tolls
  - Hotel will be reimbursed for a maximum of 3 night's accommodations to be determined by the CEO
  - There is no reimbursement for meetings held in the Chicago Metro area.
- Committees must be scheduled to meet in order to receive reimbursement.

In order to receive this reimbursement, a copy of total receipts and detailed report of the meeting(s) must be submitted within 30 days of the meeting(s). Expenses not submitted within 60 days will not be reimbursed.

### **NAR Meeting/Convention Travel**

**The Association will annually budget to send the President, the President-Elect, Government and**

**Political Issues Committee (GPIC) Chair, Global Committee Chair, the Chief Executive Officer, and other staff (at the discretion of the Chief Executive Officer) to the NAR REALTOR® Legislative Meetings and the NAR Annual Convention. The Association will annually budget to send the Chief Executive Officer and other staff (at the discretion of the Chief Executive Officer) to the NAR Association Executives Institute and other functions deemed necessary that relate to and enhance NSBAR's mission, vision and strategic plan. NAR Directors shall be authorized to attend NAR Meetings and will be reimbursed per Illinois Realtors® policy by submitting original receipts and expense reports directly to Illinois Realtors® within 60 days following the meeting.**

NAR Directors. The amount may vary each year. Requests for NAR Legislative meetings reimbursement and NAR annual meetings and conference fees reimbursements will be submitted to Illinois Realtors®. NAR meeting expenses exceeding Illinois Realtors® travel and expense policies must be submitted to NSBAR according to NSBAR policies. Accounting for expenses must be submitted on a prescribed form available from staff. There are no guarantees for reimbursement. All reimbursement requests will need approval by the Finance Committee and Board of Directors. A written reimbursement request must be submitted to NSBAR CEO with 14 days of travel. Receipts are required for all related expenses, and such expenses are limited to those directly related to meeting schedules. Any additional expenses incurred beyond the scheduled meetings are solely the responsibility of the NAR Director.

NAR Committee Members who are NSBAR primary members are eligible for reimbursed up to \$1,500 per meeting based on funds available and actual expenses to attend the NAR Convention and/or the May Legislative Meetings. A detailed expense report and meeting report must be submitted within 30 days of the trip and include clear and complete receipts. NAR Directors are not eligible for reimbursement under this policy.

#### NAR COMMITTEE MEETINGS

If you are a member of a National Association of REALTORS® committee you are required to attend your committee meeting, submit a copy of the committee agenda to NSBAR and include a meeting description (who, what, when, where, why and how it affects the association and its members). All receipts must include; who, what, when, where, what was discussed and submitted within 30 days unless otherwise noted. Expenses not submitted within 60 days will not be reimbursed. If requested, please be prepared to report to the NSBAR Board of Directors.

Travel will be reimbursed to accommodate attendance for the meeting. Either the night before to accommodate a morning meeting or that evening for an afternoon meeting. Additional travel accommodations to be determined by the Executive Committee.

#### **Travel Arrangements**

All reservations must be made through the Association. This will help to ensure consistent and complete management information. The travel coordinator will be responsible for coordinating arrangements, obtaining confirmation numbers and ensuring proper payment is made.

**Air Travel:** Air arrangements will be made through the Association. All travelers will travel in coach class unless they receive a free upgrade. All airline tickets will be booked at the lowest airfare available. If you have any seating preference, please let the travel coordinator know. We will do everything possible to grant your request.

**Hotel:** The Association will arrange for all accommodations. We will make our best effort to book you into the Headquarter Hotel. While the room will be charge to the Association Credit Card, you will be required to produce a credit card for incidental charges. Please see below for details.

**Meals:** Meal expenses are those incurred when dining on out of town business. Personal meals will be reimbursed up to \$75 per day. It will be your discretion on how the per diem is allocated between breakfast, lunch and dinner.

Spouse/Personal Travel: Travel expenses for a spouse or other family members are not reimbursable as a business expense. Spouse or family members may share accommodations as long as there is no additional cost to the Association. Any personal time spent sightseeing before or after the meetings are at the expense of the member.

#### **Mileage or Parking**

**Mileage or parking will be reimbursed to Directors of the Association for automobile travel on official business of the Association. Mileage will be calculated at a rate established annually by the Internal Revenue Service minus their normal travel costs. Parking, tolls or transportation charges will be reimbursed when traveling on behalf of NSBAR, not to exceed the discounted parking rate.**

Mileage will be reimbursed to Association employees for automobile travel on official business of the Association. Mileage will be calculated at a rate established annually by the Internal Revenue Service minus their normal travel costs. Employee expenses due to parking, tolls or transportation charges will be reimbursed when traveling on behalf of NSBAR.

#### **Airfare**

**Directors and Employees traveling to meetings by air must use the most cost-effective means of travel. If the travel is not direct billed to the Association, original receipts from the on-site ticket agent or machine are necessary for reimbursement. Tickets must be purchased at least 14 days in advance of travel. Under no circumstances will the Association provide airfare reimbursement greater than included in the annual budget unless expressly approved by the Chief Executive Officer prior to the purchase. Upgrades are the responsibility of the individual. Please see International Travel for any exceptions.**

#### **Lodging**

**Lodging facilities are reimbursed for the room and tax only for standard hotel rooms. Upgrades are the responsibility of the individual.**

#### **Entertainment**

**Concerts, plays, etc. generally are not reimbursable. Since maintaining relationships with various entities and individuals is critically important to advancing NSBAR's mission, the President and the CEO shall have the discretion to incur reasonable expenses in entertaining appropriate parties when and if necessary.**

#### **International Travel**

The President (or his/her designee), Global Committee Chair (or his/her designee) and the CEO (or his/her designee) will have occasion to travel internationally, from time to time, as approved in the annual budget process. On such occasions, they will be entitled to business class flight arrangements. However, if traveling with a companion, they may waive this entitlement in lieu of two coach class tickets. Recommendations for international travel will be made annually by the Finance Committee and/or Board of Directors, as a part of the business planning and budgeting process. Final approval of attendance at international destinations and conferences shall be made by the Executive Committee.

All other international travel must be approved, in advance, by the Board of Directors.