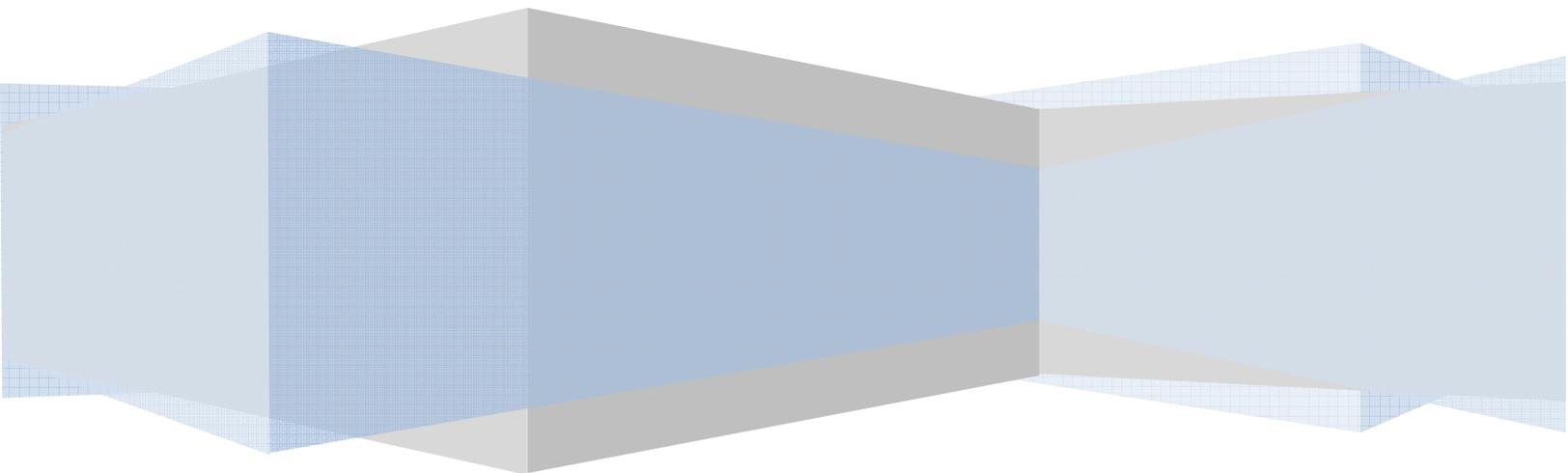




**NATIONAL ASSOCIATION OF REALTORS®  
Member Travel Policy and Procedures**



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## **1 Purpose**

**This document outlines the expense policies and procedures for members traveling on behalf of the NATIONAL ASSOCIATION OF REALTORS® (NAR, the Association). For questions regarding this policy, please contact Candace Bodnar at (312) 329-8200 extension 8824 or Karen Paschal at (312) 329-8200 extension 8239.**

This policy was adopted by the Finance Committee at their September 5, 1989 meeting and amended at their May 12, 2010 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.

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## **2 General Guidelines**

The following section provides general guidelines for members traveling on behalf of the Association for deadlines and dollar limits, expense reports and receipts.

### **2.1 Expense Reports**

Expenses for reimbursement must be recorded on NAR's Member Expense Report form (available on REALTOR.org - <http://www.realtor.org/membership/nar-member-travel-policy-and-expense-report>). The form must include the member's name, e-mail and mailing addresses, date(s) of travel, business purpose, committee/task force, staff executive, and member signature. The completed form and all applicable receipts must be submitted electronically to NAR for approval via e-mail to [expenses@realtors.org](mailto:expenses@realtors.org) or fax at (312) 284-4833. **Please note that the expense report form should be completed by typing in all information (instead of handwriting) for automatic calculation of expense totals and for faster processing of reimbursements.**

*The Association will not reimburse expenses which are not in compliance with this policy or IRS requirements. Exceptions are approved at the Treasurer's discretion. If discrepancies are noted on the expense report, the staff executive will contact the member to resolve the issue. If there are special circumstances, instructions on how to resubmit expense items to NAR's Treasurer, care of the NAR Comptroller, will be provided upon request.*

### **2.2 Deadlines**

All expenses must be submitted on an expense report (along with required receipts) within **30 days** of the completed trip. Once an expense report is submitted via e-mail or fax, it must be approved by a staff executive. After approval, it is submitted to NAR Finance for processing. NAR Finance will then process the reimbursement for payment within **five (5) business days**.

### **2.3 Receipts**

In accordance with company policy and IRS requirements, receipts are required for all expenditures equal to or greater than \$75. **All receipts are required for air travel, lodging costs and car rentals regardless of amount.** Members are strongly encouraged to submit receipts for all expenditures with their expense report, where possible.

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### **3 Reimbursable Expenses**

**This section details the comprehensive list of member travel reimbursable expenses permitted by the National Association of Realtors®.**

NAR qualifies the following expenses as reimbursable for members traveling on behalf of the Association:

- Airline/Rail Transportation
- Car Rental
- Use of Personal Cars-Mileage and Parking
- Taxis/Public Transportation
- Lodging
- Meals& Incidentals
- Guest Entertainment
- Tips
- Telephone/Fax

#### **3.1 Airline/Rail Transportation**

**The NAR Corporate Travel Agency should be used for the majority of member air transportation, and the airfare will be charged directly to NAR.** Your staff executive will provide instructions regarding the use the NAR Corporate Travel Agency. In certain situations, the staff executive may direct or allow a member to use his/her own personal credit card for airfare/rail transportation. In these cases, the member **must** complete an expense report for reimbursement (**only** after the business trip is completed).

**Members must purchase seating in the Economy or Coach class of fares. Additional costs for premium class seating (ex. - first class, business class, economy plus, etc.) are not reimbursable.** Tickets should be purchased as early as possible to take advantage of the lowest costs.

- 1) **Seat assignment fees within the Economy or Coach classes are reimbursable.** However, convenience charges such as fees for extra leg room, priority check-in and express security clearance fees, etc. are not reimbursable.
- 2) Checked and carry-on baggage fees (up to a total of 2 checked bags per trip) are reimbursable. However, overweight baggage fees are **not** reimbursable.
- 3) A member can include personal travel in conjunction with a NAR business trip; however, the member is responsible for payment of the personal portion of the trip.

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- 4) Members will **not** be reimbursed for business use of frequent flyer miles or vouchers, vouchers for bumping, discount coupons or other instruments of value. Such discount instruments, if earned as a result of personally paid travel, should be used for subsequent personal travel.

Airline/Rail travel receipts **must** be submitted regardless of the expense amount. Refer to Section 2.3-Receipts.

### **3.2 Car Rental**

Rental cars are reimbursable only when other methods of transportation are not obtainable. Staff executives must be consulted if a member needs to rent a car. If it is necessary to rent a car, the collision damage waiver must be purchased. This is to ensure that the member will not be liable for out-of-pocket expenses should an accident occur.

Car rental receipts **must** be submitted regardless of expense amount. Refer to Section 2.3-Receipts.

### **3.3 Use of Personal Vehicle-Mileage/Parking**

If a member chooses to drive to a meeting in lieu of flying, he/she should consult with the staff executive. Reimbursement will be based on reasonable costs, and the reimbursed amount will not be higher than applicable air travel costs. Mileage reimbursement is equal to the number of business miles driven multiplied by the IRS approved mileage rate. Gas used in a personal car is **not** reimbursed because the IRS includes this expense in the mileage reimbursement calculation. Actual costs of parking and tolls for approved business trips are reimbursable. Traffic fines and parking violations are **not** reimbursable.

When choosing transportation to and from the airport, the cost of airport parking should be considered. When traveling for an extended period, driving to and parking at the airport may be more expensive than taking a taxi, bus or airport limousine.

### **3.4 Taxis/Public Transportation**

Business related local transportation costs are reimbursable (ex. taxi, bus or local rail service) including limo/taxi costs to and from the airport.

Receipts are required for all expenditures equal to or greater than \$75.00. Refer to Section 2.3-Receipts.

### **3.5 Lodging**

Lodging will be arranged by staff executive. Room and tax may be master billed to NAR. Incidentals should be paid upon check out. Staff executive will advise of any exceptions.

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Should a member find it necessary to cancel hotel reservations, the staff executive must be contacted during business hours (or the hotel if after hours) so Association does not incur “no show” charge.

Hotel receipts which include line item expenditures and proof of payment **must** be submitted with expense reports. Refer to Section 2.3-Receipts.

### **3.6 Meals and Incidentals**

The Association reimburses traveling members for the reasonable cost of food, refreshments and incidentals (ex. laundry and valet services, toiletries, snacks/mini-bar items) **subject to a daily limit of \$80**. Costs of meals vary dependent on the geographic area and the member is expected to use prudence. Tips for meals should be included in the total cost of a meal.

The member must track and report actual expenses incurred in order to be reimbursed. Receipts are required for all expenditures equal to or greater than \$75.00. Refer to Section 2.3-Receipts.

### **3.7 Guest Entertainment**

The Association reimburses for guest entertainment expenses defined as those activities paid by NAR members, on the behalf of others, in the advancement of NAR’s business goals and concerns subject to an **\$80 per person limit**. In accordance with IRS requirements, the expense report **MUST** include the names of the guests and the business purpose.

### **3.8 Tips**

Reasonable tips for regular business meetings and annual meetings are reimbursable.

Note that tips are reported as part of the taxi or airport limousine fare and as part of meals on expense reports.

### **3.9 Telephone/Fax**

All NAR business calls are reimbursable except air-to-ground (air phone) calls. Where possible, members should use his/her cellular phone to make personal phones calls while travelling on NAR business so as to not incur additional surcharges (i.e. hotel).

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## **4 Non-Reimbursable Expenses**

**This section provides a description of common travel expenses which are not considered reimbursable by the National Association of Realtors®.**

The following expenses are considered non-reimbursable for members traveling on behalf of the Association:

- Cost of premium airline/rail seating (ex.-first class, business class, economy plus, etc.) – however, note that fees for seat assignments within coach or economy classes are reimbursable
- Convenience charges such as fees for extra leg room, priority check-in and express security clearance fees, etc.
- Business use of frequent flyer miles and other discount instruments
- Fees for additional earning of miles
- Gas for personal vehicles (already covered by IRS mileage reimbursement rate)
- Traffic fines or parking violations
- Personal entertainment (ex. - in-room movies, airline headphones, books, magazines, etc.)
- Barber or beautician Services
- Clothing
- Air-to-ground (air phone) charges