



### Travel Grant Policy

The objective of the National Association of REALTORS® Global Travel Grants program is to equitably provide reimbursement to President's Liaisons who travel abroad to represent NAR.

The travel grants provide partial support for travel and subsistence for a meeting or conference in the applicant's assigned country. Grants cannot be provided for travel to regional real estate conferences and meetings in countries other than the assigned country, or for domestic travel to NAR meetings for hosting visiting delegations. Grants are issued as reimbursements; applicants must complete a trip report and expense report within 30 days of return (see below for reimbursement policy).

Requests for full funding are rarely granted, so applicants must be prepared to cover a percentage of their foreign travel through other means. Grant award amounts will be determined based on resources and will be prioritized by the leadership of the Global Alliances Advisory Board and by the Global Business and Alliances Committee.

Grant recipients must attend the bi-annual meeting of the NAR Global Alliances Advisory Board. Direct requests for NAR-member travel from foreign Cooperating Associations will be denied.

**Grant Award Criteria and Priorities:** Travel grants will be prioritized based on the applicants' support of NAR Global's objectives. *Every applicant, regardless of prior experience, is strongly encouraged to review his or her application with his/her Regional Coordinator prior to submitting it.*

**Eligibility:** Applicants must be current NAR President's Liaisons. Applicants must attend all meetings of the Global Alliances Advisory Board to be eligible for grants. Partial travel support from the applicant's local/state association of REALTORS®, or from other sources is welcome and does not make the applicant ineligible, but must be disclosed.

**Application Deadlines:** There will be three grant periods each year:

- For travel planned between January 1 and February 15, the application deadline is December 1 of the previous year.
- For travel between February 16 and July 31, the application deadline is January 9.
- For travel between August 1 and December 31, the application deadline is May 22.

The deadline is for receipt date. Applications will be reviewed within two weeks of each Travel Grant Deadline. Priority will be given to grant applications that advance the international objectives of NAR.

**An applicant must send copies of:**

- a Travel Grant Application which includes the conferences or other events, along with the amount of support requested;
- a description of how the proposed travel would benefit NAR's Global Network; if applicable, a description of the presentation/educational programming the applicant has been asked to make by the Cooperating Association in the country to which the President's Liaison has been assigned;
- a brief description of any non-NAR business you expect to conduct while traveling to the country;
- a budget for the proposed travel;
- a list of all current and pending travel funding (local/state association and/or other sources) and the amounts available for your proposed trip.

Send a complete copy of the application materials to Supap Jitta, Manager, Governance & Global Volunteer Services, at [sjitta@realtors.org](mailto:sjitta@realtors.org).

To receive reimbursement, travel must be pre-approved by the chairs and vice chairs of the Global Alliances Advisory Board, the Global Business and Alliances Committee, and be confirmed by the NAR's Global Alliances Division. Following travel, grant recipients must submit a trip report.

If grant recipients fail to request approval prior to traveling abroad on behalf of NAR and/or submit a trip report within 30 days of the trip, there is no guarantee that expense reimbursements will be processed. The expense refund procedure is now fully electronic: all documents are scanned by the President's Liaison, including receipts. However we strongly urge you to conserve original receipts, especially those for expenses exceeding US\$ 75.00. See NAR member travel policy for complete details.

**Global Alliances Travel Grant Application**

Request for Approval for Official National Association of REALTORS® Business-Related International Travel

**Please e-mail completed document or send questions to Supap Jitta at [sjitta@realtors.org](mailto:sjitta@realtors.org).**

**Please do not use abbreviations.**

Full Name: \_\_\_\_\_

President’s Liaison / Ambassador Association Rep. to: \_\_\_\_\_

Departure City in the US: \_\_\_\_\_ Travel to Country: \_\_\_\_\_

Name of Event to be Attended: (specify if Annual General Meeting, Conference, Other Event or standalone visit) \_\_\_\_\_

Dates of Event: \_\_\_\_\_

Requested Grant Amount (application will not be considered without a detailed budget): \_\_\_\_\_

Category	Cost		Total	Notes
Air Fare				
Hotel	_____/night	_____/nights		
Meals	_____/day			
In-country travel				
Airport parking	_____/day	_____/days		
Miscellaneous				

Any other Travel Funding Amount (detail personal funds, funding by local association or other) that you will receive, or have received in the last twelve months:

\_\_\_\_\_

Description of Planned Presentation Abroad:

Description of how proposed travel will benefit the NAR International Network and promote business development between NAR and the Cooperating Association:

Description of any non-NAR Business to be conducted while traveling:

Have you contacted relevant stakeholders (ex., Regional Coordinator, Ambassador Association, past liaisons, NAR staff) for background, advice, and/or coordination in conjunction with this visit?  Yes  No

I certify that this travel and all expenses claimed will be incurred on official business on behalf of the National Association of REALTORS® and its Commercial and Global Services Division. I understand that I will not be reimbursed for my expenses until I have submitted a complete field report on my trip.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Full Name: \_\_\_\_\_