

- H. An application fee of \$50 shall be assessed to each new member upon submission of application and will be collected as part of the normal dues process.
- I. Maintain a budgeting process, which includes preparing a three-year budget based on the Association's Strategic Plan, which incorporates a reserve policy and provides adequate information.
- J. The Chief Executive Officer may rent the Association's facilities to outside individuals or companies. The Association's facility rental rates and policies are in the appendix and are incorporated herein by reference. Changes to the Association's facility rental rates and policies may be made by the Chief Executive Officer as needed.

Policy 204-3. Travel Policy

- A. The Association will fund and upon request make travel arrangements for the current Association Leadership Team, Chief Executive Officer, Association staff as determined by the Chief Executive Officer, and elected or appointed NAR Directors' attendance at all required NAR meetings in accordance with the Association's Travel Policy. The Association will fund the Association's Region IX Vice President's attendance at all required NAR meetings in accordance with the Association's Travel Policy for the year preceding the Region IX Vice President's year of service. The Association will pay for the Association's REALTOR® of the Year to attend the NAR Convention during the year said REALTOR® of the Year is named. The Association will fund the Government Affairs Committee chairperson's attendance at the NAR mid-year meetings in Washington, D.C. All such funding contemplated by this Section A shall be subject to and performed in accordance with the Association's Travel Policy.
- B. The Association will reimburse NAR-meeting-related expenses up to \$2,000 annually for NAR committee chairs and vice chairs, as well as any member who is accepted for the current year NAR Leadership Academy. The Association will reimburse Federal Political Coordinators ("FPCs") up to \$1,000 each for attendance at the NAR Legislative Conference (mid-year) meeting, provided that reimbursable amounts shall not exceed actual expenses incurred and calculated after any other NAR reimbursements are made. The Association will also reimburse any NAR committee member up to \$500 for meeting-related travel expenses. All such funding contemplated by this Section B shall be subject to and performed in accordance with the Association's Travel Policy.

C. Reimbursements sought by NAR committee members, NAR committee chairs, NAR committee vice-chairs, and National Directors which are large board representatives shall be subject to the following provisions:

- a. Requests for reimbursement submitted to the Association shall not include expenses or receipts which will be or have already been submitted to the member's local association for reimbursement.
- b. When submitting a request for reimbursement to OAR, the member shall verify and affirm that such request does not include expenses or receipts which will be or have already been submitted to the member's local association for reimbursement.

D. ADDITIONAL REQUIREMENTS

- a. Attendance: Any member receiving a travel reimbursement or per diem from the Association must attend all meetings related to his or her position which are conducted at such event, or as designated by the Chief Executive Officer.
- b. Eligibility: The Association will not reimburse expenses which are not eligible for reimbursement under the Association's Travel Policy, or which are not submitted in compliance with the Association's Travel Policy.
- c. Receipts: Any request for reimbursement under the Association's Travel Policy must include original receipts for all expenses other than a non-accountable per diem of \$75 for meals and incidentals, as well as an expense report.
- d. Deadlines: Any request for reimbursement and accompanying expense report should be received by the Association within 30 days after the travel for which the member seeks reimbursement. Any request for reimbursement shall be denied if such request and accompanying expense report are not received by the Association within 90 days after the travel.
- e. Airfare: Association staff will make all airline reservations unless the traveling member prefers to make his or her own travel plans. For airfare to be reimbursable, members must purchase seating in the Economy or Coach class of fares. Additional costs for

premium class seating (including, but not limited to, first class, business class, economy plus, etc.) are not reimbursable. Tickets should be purchased as early as possible to take advantage of the lowest available fares. Seat assignment fees within the Economy or Coach classes are reimbursable. Convenience charges (including, but not limited to, fees for extra legroom, priority check-in, express security clearance fees, etc.) are subject to review by the Chief Executive Officer.

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.

Any member purchasing his or her own airfare pursuant to the Association's Travel Policy may use his or her own credit card instead of the Association's credit card, in which case the traveling member must include airfare expenses on his or her expense report.

- f. Ground Transportation: Mileage reimbursements shall not exceed the applicable per-mile rate established by the Internal Revenue Service. Mileage reimbursements cannot exceed the cost of reasonable airfare expenses which would be incurred if flying to the same destination.
- g. Rental Cars: Before incurring rental car expenses, the traveling member must consult the Chief Executive Officer. Rental car expenses are reimbursable only when other methods of transportation are not obtainable or when a rental car is less expensive than public transportation. For rental car expenses to be eligible for reimbursement, the traveling member must purchase a collision damage waiver in connection with the car rental.
- h. Parking and Tolls: A traveling member's actual expenses incurred for parking and the use of toll roads are reimbursable, provided that the traveling member must submit the original receipts for such expenses when submitting his or her expense report.
- i. Trains, Taxis, and Buses: A traveling member's actual expenses incurred for the use of a train, a taxi, or a bus are reimbursable, provided that the traveling member must submit the original receipts for such expenses when submitting his or her expense report.