Policy 204-3. Member Travel Policy

A. Statement of Coverage. The Association will fund travel by members in accordance with the terms and conditions set forth in this policy. To be reimbursable, a travel expense must:

    1. be expended on Qualified Travel;

    2. be expended by a member who is part of any category of members identified in the Covered Volunteer Limits section of this policy; and

    3. be a Qualified Expense.

B. Qualified Travel. Travel by a member shall be considered Qualified Travel if the trip is

    1. taken on behalf of the Association;

    2. taken for the purpose of conducting Association business; or

    3. taken for the purpose of representing the Association.

C. Covered Volunteer Limits. The Association will provide partial reimbursement as follows:

    1. President: All reasonable expenses for the Association's President to attend meetings, conferences, and events deemed necessary by the Association's CEO or Leadership Team.

    2. Leadership Team: All reasonable expenses of the Association's Leadership Team to attend NAR meetings, conferences, and events.

    3. Region IX Vice President: All reasonable expenses of the Association's Region IX Vice President to attend required meetings, conferences, and events during his or her year of service, as well as the year preceding his or her year or service.

    4. NAR Directors: Up to $2,500 annually for the Association's elected or appointed NAR Directors to attend meetings, conferences, and events at which a regularly-scheduled NAR Board of Directors meeting is held.

5. REALTOR® of the Year: Up to $2,500 for the Association's REALTOR® of the Year to attend the NAR Convention during the year said REALTOR® of the Year is named.

6. NAR Committee Chairs and Vice Chairs: Up to $1,500 per trip for the Association's NAR Committee Chairs and Vice Chairs to attend NAR meetings, conferences, and events at which a regular meeting of said committee is scheduled.

7. NAR Leadership Academy: Up to $2,000 annually for Association members participating in the NAR Leadership Academy to attend events and sessions required for the NAR Leadership Academy.

8. NAR Committee Members: Up to $750 per trip for Association members who are also members of an NAR Committee to attend NAR meetings, conferences and events at which a regular meeting of said committee is scheduled.

9. GA Committee Chair: Up to $2,000 for the Association's Government Affairs Committee Chair to attend the NAR legislative meeting in Washington, DC.

10. FPCs: Up to $2,000 for the Association's Federal Political Coordinators to attend the NAR legislative meeting in Washington, DC.

D. Qualified Expenses. The following expenses shall be considered Qualified Expenses, subject to the limitations identified herein:

1. Airfare: the cost of airfare for economy, economy plus, coach, or other equivalent flights. *Limitation: Upgrades to premium class seating (including, but not limited to, first class, business class, etc.) are not Qualified Expenses*.

2. Baggage Fees: checked and carry-on baggage fees (up to a total of two checked bags per trip). *Limitation: Overweight baggage fees are not Qualified Expenses*.

3. Mileage Reimbursements: Mileage reimbursements to the extent such reimbursements do not exceed the applicable per-mile rate established by the Internal Revenue Service. *Limitation: Mileage reimbursements shall not exceed the cost of reasonable airfare and ground transportation expenses which would have*

otherwise been incurred if the member had flown roundtrip to the same destination

4. Rental Cars: Rental car expenses approved in advance by the Association's CEO if other methods of transportation are not obtainable or a rental car is less expensive than other ground transportation. *Limitation: For such expenses to qualify for reimbursement, the traveling member must purchase a collision damage waiver in connection with the rental.*

5. Parking and tolls: Expenses incurred for parking and the use of toll roads.

6. Ground Transportation: Expenses incurred for the use of ground transportation, including, but not limited to, trains, taxis, busses, car hires, ride shares (*e.g.* Lyft, Uber, etc.), shall be Qualified Expenses.

7. Meals and Drinks: Expenses for meals and drinks (and associated tax, fees, and gratuity) up to $150 per day. This daily limit applies separately to each calendar day, and any unused portion of the daily limit shall not carry over to or otherwise apply to expenses incurred on any other day.

E. Limitations. The following limitations shall apply to reimbursement request made pursuant to this policy:

1. To be reimbursable, Qualified Expenses must not have been reimbursable or otherwise reimbursed by NAR.

2. Any member seeking reimbursement for travel expenses must attend all meetings related to his or her position which are conducted at such event, or as designated by the Association's CEO or Leadership Team.

3. Any request for reimbursement under this policy must include receipts for all expenses for which reimbursement is sought, as well as an expense report.

4. Any request for reimbursement and accompanying expense report and receipts must be received by the Association within 45 days after the conclusion of the trip for which the member seeks reimbursement.

F. Other Provisions

1. Members are encouraged to be prudent stewards of Association resources. Members should exercise sound judgment when evaluating the reasonableness of expenses for which they seek reimbursement.

2. Members are encouraged to make their own travel plans and seek reimbursement under this policy. However, Association staff can make airline and hotel reservations for members upon the request of the member.

3. Members who wish to upgrade airfare to first class or business class must first book an economy, economy plus, coach, or other equivalent flight. Thereafter, the member may submit their ordinary airfare expenses for reimbursement, less and except any charges for upgrading to first class or business class.