

3.1.1.2. REIMBURSEMENT OF TRAVEL EXPENSES

Cash Advance

The Association will pay reasonable costs for the travel, lodging, and expenses of its representatives to state and national meetings. A cash advance up to the amount of \$75.00 per day for in-state travel and \$100 per day for out of state travel shall be paid on the basis of travel days to and from destination and actual number of days officer or director attends meetings.

Travel Expenses

It shall be the responsibility of the Chief Executive Officer to make appropriate reservations in such a manner that the most favorable rates are obtained. Arrangements must be made by Association staff to ensure that the Association earns travel benefits for future travel, i.e. frequent flyer miles. If arrangements are made for leadership other than according to this section, the travel costs reimbursement will not exceed those arrangements made by staff. Example, the officer wants to stop at another location and the flight costs \$200 and the staff arranged for other officers at a price of \$150. The maximum reimbursement would be \$150. Special arrangements are to be made and paid for by the requesting officer.

If the officer wants to drive versus fly, the reimbursement will be based on the mileage cost per vehicle (federal mileage formula) or the staff arranged flight cost, whichever is less.

Car Rental

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.

Lodging

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. Those persons who are authorized and approved to travel in accordance with Policy 3.1.1.1 may be asked to share hotel accommodations.

Reimbursement of other expenses

The President, President-elect and Chief Executive Officer shall have their expenses relating to Association activities reimbursed for direct expenses incurred in attending other local organization installations and functions (ie. EDAWN, Chambers of Commerce, WIN), as budgeted in the President, President-elect and Chief Executive Officer's expense accounts.

Reno/Sparks Association of REALTORS® will reimburse the following additional expenses for those authorized and approved to travel in accordance with Policy #3.1.1.1:

1. Cost for first bag checked, if any.

Convenience Charges and personal entertainment expenses shall not be reimbursed. Convenience charges shall be defined as, but are not limited to: express security, travel insurance (except on international flights and at the discretion of the CEO), overweight baggage, early boarding, baggage in excess of one checked bag, books, magazines, in-room movies, internet access.

Automatic early check-in on a flight as permitted by some airlines for a fee, shall not be considered a Convenience Charge and will be arranged for by staff when making airline reservations.

Spouse Travel

The Association may pay the costs of the spouse's admission ticket to attend those "convention or installations" social functions which the Association's representative is expected to attend. The Association shall not cover travel costs associated with these functions.

Accounting

It will be the responsibility of the individual covered under this policy to account for expenses incurred while traveling on Association business. In the event that disbursements to an individual exceed \$600 per year, the Association will report that total disbursement to the IRS on Form 1099.

In the case of staff, those authorized to travel will receive a cash advance for the trip. The covered individual must provide the association with acceptable receipts and records for expenses incurred, such expenses will be considered direct reimbursements and will not be considered reportable disbursements.

Travel disbursements and reimbursements will be conducted in accordance with current accounting practices in consultation with the Association's accountant.

Non-Reimbursable Expenses

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
- Change fees and added fare when the change is made at the direction of the traveler and not a scheduling change that may be required by RSAR.

Approved by Bylaws & Policy: 8/14/18

Approved by Board of Directors 8/21/18