

North Shore – Barrington Association of REALTORS® Travel Policy

IAR and NAR Meetings and who may receive reimbursements:

- Chairman of the Board
- Chair Elect *or* Secretary-Treasurer
- Chair or Vice Chairman of a NAR committee, RVP, member of the NAR Executive Committee
- NAR Directors (would prefer they are paid by IAR)
- CEO
- CIO

In DC only: FPC representatives and NSBAR Political Affairs chairman will be reimbursed for **three days** of hotel based on headquarter fees and \$125 a day meals for NAR and \$100 for IAR(only with a copy of the bill) and airfare based on coach, super saver made three weeks in advance.

What is covered:

- Registration fees
- Hotel room based on maximum rate announced in NAR notice form for headquarters priced hotel.
- Air travel; maximum price is based on Super Saver fare 14 days in advance.
- Up to \$125 a day for NAR and \$100 for IAR for meals only with copy of the bill.
- Internet access
- Current IRS allowable per mile travel if no air travel
- Travel to and from airport
- Reasonable Cab fares
- FOR IAR Capital conference: If the meeting is not tied with additional business meetings then if group transportation is offered then no mileage will be paid. Dinner only if a legislator attends. No hotel rooms.

All receipts must accompany a report of expenses to be reimbursed. Those who have a credit card and do not give receipts will be given a 1099 form for taxes.

What is not covered:

Movies
Telephone calls
Transportation to non functions

What meeting must be attended:

NAR: Leadership Summit by CEO and incoming COB usually in August in Chicago; Annual Conference usually in November; Midyear Legislative meetings in DC.

IAR: Fall meetings and convention usually in September; Leadership meeting usually in October; Public Policy meeting usually in January; Business meetings in March or April

Prior to the meetings CEO will send the schedule indicating which meetings the officers must attend. Each day there will be meetings for the officers to attend. When not scheduled to attend a meeting the officers are free to attend the exhibit area or education sessions. The purpose of sending officers to the meeting is for networking for NSBAR to other associations, input from NSBAR and knowledge to be able to carry out the duties of the office and interviews by the press.

Group Dinners: The officers IF they wish may take a contingent of not more than 10 out to dinner. Those attending could be NSBAR members or other associations for networking. This offer is not for their office only.