

National Association of REALTORS®

May Legislative Meetings & November NXT:

Expected In-Person Attendees

CEO

President

President-Elect

Optional In-Person Attendees

Secretary/Treasurer

- President, President-Elect, and Secretary/Treasurer: Round trip coach airfare, hotel, and registration expense is covered by NSBAR. All other expenses, up to \$100 per day, with a maximum of up to six (6) days, are covered by NSBAR.

- NAR Directors: Any round trip coach airfare, hotel, and registration cost not covered by NAR will be reimbursed by NSBAR up to a maximum of \$500.

- For NAR Legislative (May) and NAR NXT (November), any NSBAR Primary Members serving on NAR Committees but not as Chair or Vice-Chair, or not serving as a NSBAR NAR Director, shall have their round trip coach airfare, hotel, and registration paid for by NSBAR for up to three (3) nights.

- The NSBAR GPIC Chair shall travel to the NAR Legislative (May) meetings. NSBAR will cover round trip coach airfare and hotel expenses. All other expenses, up to \$100 per day, with a maximum of up to three (3) days, are covered by NSBAR. Additional days may be authorized by the CEO.

*** Any hotel rooms that have been reserved by NSBAR where the Member does not show up, will be charged back to that Member.**

*** Original receipts must be kept and submitted in their entirety. Meals and transportation must also include all individuals participating and subject matter for the meal/transportation.**

*** All reimbursable expenses, including documentation/receipts, must be submitted to Rachael Grzyb within fourteen (14) days of the completion of each trip.**

Illinois REALTORS®

Sept. Fall Meetings, Jan. Winter Meetings & May ROTY/Capitol Conference:

Expected In-Person Attendees

CEO

President

President-Elect

Secretary/Treasurer

For ROTY: ROTY and Guest

Optional In-Person Attendees

Immediate Past President

Directors

- Expected in-person attendees: Travel and hotel expense are covered by NSBAR. All other expenses, up to \$100 per day, with a maximum of three (3) days, are covered by NSBAR.

- All other NSBAR primary members who are either NSBAR or IR committee members: Travel and hotel expense for trips over 100 miles one-way are covered by NSBAR.

*** Any hotel rooms that have been reserved by NSBAR where the Member does not show up, will be charged back to that Member.**

*** Original receipts must be kept and submitted in their entirety. Meals and transportation must also include all individuals participating and subject matter for the meal/transportation.**

*** All reimbursable expenses, including documentation/receipts, must be submitted to Rachael Grzyb within fourteen (14) days of the completion of each trip.**

I have read and acknowledged the NSBAR Travel Policy including any trips I may attend for Illinois REALTORS® or National Association of REALTORS®:

Print: _____

Signature: _____

Date: _____