

**Travel Policy - NAR:
National Association of REALTORS®
May RLM Meetings & November NXT Meetings**

Expected In-Person Attendees

CEO
President
President-Elect

Optional In-Person Attendees

Treasurer

- **President, President-Elect, and 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 Regal Tripamer within fourteen (14) days of the completion of each trip.**
 - **Under no circumstances will reimbursement for expenses not submitted within thirty (30) days be made without Board approval.**

Motion made, seconded and passed to approve a hard-stop reimbursement submission deadline of fourteen (14) days from the date of return from the attendee's trip, with receipts rather than credit card statements submitted – approved at 12/12/24 BOD meeting

**Travel Policy - IR:
Illinois REALTORS®
October Fall Meetings, January Winter Meetings & April ROTY/Capitol Conference**

Expected In-Person Attendees

CEO
President
President-Elect
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 expenses for rooms that have been reserved by NSBAR upon the Member's request will be charged back to that Member if the Member does not show up.
 - 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 Regal Tripamer within fourteen (14) days of the completion of each trip.**
 - **Under no circumstances will reimbursement for expenses not submitted within thirty (30) days be made without Board approval.**

Motion made, seconded and passed to approve a hard-stop reimbursement submission deadline of fourteen (14) days from the date of return from the attendee's trip, with receipts rather than credit card statements submitted – approved at 12/12/24 BOD meeting