



TRAVEL POLICIES
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TRAVEL POLICY

TAR DIRECTORS

The following is provided to give all TAR Directors, whether funded or unfunded, GDWCAR meeting and travel information to assist them as they represent Greater Denton/Wise County Association of REALTORS® at the various meetings.

REGIONAL AND STATE MEETINGS

- The Regional Chair should call a meeting of the Directors preceding each TAR meeting for the purpose of assigning attendance at TAR Committee meetings and to discuss issues which may come before the TAR Directorship.
- A TAR Director representing the Greater Denton/Wise County Association of REALTORS®, whether funded or unfunded, is required to attend the three (3) scheduled TAR Directors meetings and attend all caucus and Director' sessions.
- Periodic Regional meetings may be called by the Regional Chair and/or Regional Representative and the appropriate Directors are encouraged to attend.
- Attendance at the annual TAR Expo is optional. If a Director chooses to attend the Expo, it shall be the responsibility of said Director to register and pay all expenses related to the Expo.
- In the event a TAR Director is unable to attend all or any part of TAR Meeting referenced above, a request for an excused absence must be submitted, in writing, to the Regional Chair or Assistant Regional Chair in advance of the meeting if possible. Failure to attend meetings referenced above could result in loss of funding and/or loss of Directorship. Any Director may appeal an adverse decision of the Regional Chair/Assistant Regional Chair to the Board of Directors within 30 days of the decision.

COMMITTEE SERVICE & ATTENDANCE

A Director may be appointed by the Regional Chair to serve as a Regional Representative to a TAR Committee or approved as Member-at-Large to a TAR committee. The Director's responsibility in either position, while in attendance at the State meeting, is to attend meetings of the appropriate Committee and also attend other committee meetings as directed by the Regional Chair. The Regional Chair may require submittal of Committee Reports after each meeting.

DISBURSEMENT OF FUNDING

A "Reimbursement Request" form must be submitted to the Executive Officer within 30 days following attendance at the TAR meeting in order to receive appropriate reimbursements.

LODGING/TRANSPORTATION

Association Staff will confirm with each Director (whether funded or unfunded) his/her lodging needs and will book reservations accordingly. If a Director does not affirmatively confirm their needs by the requested date, no reservations will be booked and the responsibility for securing accommodations will be the responsibility of the Director.

Every effort will be made to secure accommodations at the headquarters hotel; however, it cannot be guaranteed this will occur in every instance. When financially possible single occupancy lodging shall be budgeted.

Unfunded Directors shall bear the sole responsibility for payment of all hotel deposits, airfare costs, or any other expenses incurred. If a Director changes any prearranged transportation or lodging, for which additional costs are incurred, those costs shall be the sole responsibility of the Director, even though such change may result in less hotel days begin charged.

The cost of any transportation requested by a Director for spouse, child, or others, shall be prepaid by the Director.

GDWCAR EXECUTIVE COMMITTEE

The following is provided to give GDWCAR President and Vice President, whether funded or unfunded, GDWCAR meeting and travel information to assist them as they represent Greater Denton/Wise County Association of REALTORS® at the various meetings.

STATE MEETINGS

The President and President Elect is required to attend the FOUR (4) scheduled TAR meetings and attend all sessions. This includes Winter Meeting, Convention, Regional and TREPAC/LEADERSHIP event.

NATIONAL MEETINGS

President and President Elect shall attend the NAR Convention pursuant to budgetary funding.
President Elect shall attend the NAR Leadership Meetings in Chicago pursuant to budgetary funding.
President shall attend NAR REALTOR Party in DC. Pursuant to budgetary funding.

COMMITTEE SERVICE & ATTENDANCE

President and Vice President are encouraged to apply for TAR committee service. Should they be assigned a committee, they will be responsible to attend all meetings and submit Committee Reports after each meeting.

DISBURSEMENT OF FUNDING

A "Reimbursement Request" form must be submitted to the Executive Officer within 30 days following attendance at the TAR meeting in order to receive appropriate reimbursements.

LODGING/TRANSPORTATION

Association Staff will confirm with President and President Elect his/her lodging needs and will book reservations accordingly.

Every effort will be made to secure accommodations at the headquarters hotel, however, it cannot be guaranteed this will occur in every instance. When financially possible single occupancy lodging shall be budgeted.

The cost of any transportation requested for a spouse, child, or others, shall be prepaid by the Traveler.

EXPENSE REIMBURSEMENT PROCEDURES

A "Reimbursement Request" form and supporting documentation must be submitted to the Executive Officer within 30 days following attendance at the scheduled meeting in order to receive appropriate reimbursements. All reimbursements will be allowed based on the current year's budget and allowable reimbursements.

Greater Denton/Wise County Association of REALTORS® (GDWCAR) expense-reimbursement policies have been formulated to comply with the regulations of the Internal Revenue Service. The IRS establishes an "accountable plan" travel-expense allowance based on what is considered to be ordinary, necessary, and directly related to the active conduct of one's trade or business. Because of this, GDWCAR limits may seem somewhat restrictive.

Expenses must be actually incurred and documented by receipts in order to warrant reimbursement under the GDWCAR limits. "Trade-offs" (i.e., submission of an expense voucher for other expenditures in lieu of transportation, lodging, and meals) do not meet the IRS criteria of "directly related" and therefore are not reimbursable.

When receipts are submitted for reimbursement, the GDWCAR limits, as stated herein, apply. If receipts are not submitted, the IRS per diem limit for the respective travel date and location applies. This policy limits the IRS per diem reimbursement to one day only. However, when extenuating circumstances arise, special consideration may be requested.

Expense Report Forms

The GDWCAR travel-reimbursement process is initiated with travel-expense reports. These reports are designed to assist you in organizing and accounting for essential information necessary to receive reimbursement, such as time, place, business purpose of the meeting attended, type of expense, related cost, and the party to be reimbursed.

A completed and signed expense-report form, with original receipts attached must be submitted to receive reimbursement.

All expenses must be submitted within 30 days of the completed trip. Those expenses submitted after 30 days, under special circumstances, may be approved. In no case will expenses be reimbursed if submitted more than 60 days after the expense is incurred.

General Expense Reimbursement Guidelines

Transportation

Air: Commercial air travel is reimbursed at the coach-class rate. Advance purchase should be made whenever possible to take advantage of lowest fares. Business use of frequent flyer miles (or any other type of airline rewards program) or vouchers is not reimbursable. AE will generally secure flights.

Uber/taxi/bus: Actual cost is reimbursed, and receipts must be provided. Tipping Uber/taxi/bus shall not exceed 15% of the actual fare.

Personal auto: The owner of the vehicle that is used will be reimbursed at the IRS allowable rate per mile. The number of miles driven must be stated. Personal auto mileage is reimbursable only when modes of transportation are unobtainable, or when personal auto use is less expensive than other modes.

Parking/tolls: Actual cost is reimbursed. Receipts should be provided when possible and are required for any amount over \$75. Reimbursement for parking is limited to self-parking options, unless no self-parking is available. If valet parking is utilized where self-parking is otherwise available, reimbursement will be based on the lowest available self-parking option.

Lodging

GDWCAR Limit: The actual cost of the room, based on the allowance indicated under member- or officer-specific lodging section is reimbursable. When conferences are negotiated a special rate for specific stated facility, the reimbursement will be limited to the negotiated rate. Should you choose to stay at a different facility, the limit of the reimbursement will be based on the conference/convention negotiated rate at the stated facility. If you choose to stay at a different facility, it will be your responsibility to cancel the reservation that GDWCAR has made for you at the original facility to ensure reimbursement.

When direct billing of lodging expenses to GDWCAR has been arranged, non-reimbursable expenses are considered your responsibility and should be settled with the facility at check-out. If expenses are reimbursable, receipts should be attached to the expense report. If no receipts for lodging expenses are attached, reimbursement will fall within the Texas per diem limit for date and location of travel.

Note: *Overnight lodging is not paid when the first meeting starts at or after 10 a.m. and the last meeting adjourns by 4 p.m., unless travel time exceeds three hours one way or commercial travel modes will not accommodate the meeting's start or end time. Exceptions to this policy are subject to approval by AE prior to incurring the expense.*

Personal expenditures are not reimbursable. Personal expenditures include but are not limited to:

1. Entertainment such as in-room movies or tours or any other non-business functions
2. Books or magazines
3. Fitness-center fees
4. Mini-bar or bottled water

Meals

GDWCAR Limit: The maximum daily limit including tips for meals is \$55, provided receipts are attached. The name of each person and the purpose of the business meal must be written on the receipt.

General Note *All expenses are strictly based on the number of days the individual must be in attendance. If a person chooses to arrive early or remain after the conclusion of a meeting, all additional expenses (lodging, meals, etc.) will be paid by the individual.*

Furthermore, any request for reimbursement without receipts will be calculated at the IRS per diem limit for the date and travel location.