

St. Charles REALTORS®
Travel and Expense Reimbursement Policy

A. General Policy:

General policy will apply to all officers and staff of the Association who seek reimbursement for travel and other expenses incurred on behalf of the Association; no expenses will be covered for any travel companions. The Omnibus Budget Reconciliation Act of 1993 contained specific provisions to regulate the payment of travel expenses to Association officers and Directors to avoid abuse of the system. A travel and expense reimbursement policy is required and must be adhered to and certain limitations are provided in connection with per diem allowances and spouse travel.

The IRS allows reimbursement for travel expenses that are ordinary, necessary and directly related to the purpose of the Association.

Remember that at some time you may be asked by the membership to justify your travel and expense reimbursement costs.

Expense Reimbursement Forms:

All travel and expense reimbursement requests must be in the format provided by the Association, with detailed receipts attached. [BOD minutes 04/18/18] Forms are to be completed and turned in to the Chief Executive Officer or Chief Operating Officer within 14 [BOD minutes 01/30/19] days of the actual event. Staff members are to turn in completed expense forms within 7 business days of the event. Failure to comply with this policy will mean that authorization of payment will be deferred to the Finance & Budget Committee and that the amount of the reimbursement will be treated as income with the recipient to receive a 1099 form at year-end.

Association Credit Cards:

Officers and staff are required to include with all credit card slips details of the item/goods purchased, the purpose, and the names of all persons present when meals or hospitality are involved. A separate schedule may be attached if necessary. All credit card slips are to be turned in within 14 [BOD minutes 01/30/19] days of the actual transaction; and if they are included as an expense for a NAR or state association meeting, they are also to be shown on the expense reimbursement form and indicated to show that the amount has already been paid. On no account may Association credit cards be used for personal charges. Credit cards will be issued to the President, President Elect, Chief Executive Officer, Chief Operating Officer and other staff members as deemed necessary by the Chief Executive Officer.

Authorization of Travel/Expense Claims:

The Chief Executive Officer or Chief Operating Officer and Chief Financial Officer will be responsible for authorizing payment of all claims for expense reimbursement from officers and staff of the Association. All reimbursement payments will be reviewed by the Finance & Budget Committee on a monthly basis through its review of the financial statements, general ledger, expense reimbursement forms and all related financial documents.

Supporting documentation and/or receipts are required for all expenses, except for small changes expenses such as tips and gratuities.

Form of Travel:

Officers and staff of the Association are required to use the most cost effective, but reasonable form of travel. This means that, when traveling by air, reservations must be made as far in advance as is reasonable, for coach class travel or better and to take advantage of any discounts that might be offered. Travel by air within the state requires the approval of the Chief Executive Officer and must be evaluated against the cost of traveling by car. In the same way, the cost of travel by car should not exceed the cost of travel by air when attending state or national meetings. All travel for officers or Association staff will be booked by Association staff. [BOD minutes 04/18/18]

Travel by Car and Mileage Reimbursement:

Officers and staff of the Association shall be reimbursed for use of their private automobile at current GSA rates. Prior to reimbursement, officers and staff must show that they are adequately insured so as to protect the Association from liability.

Per Diem Rate:

The per diem rate will be established annually by the Board of Directors to cover the costs of meals and refreshments while attending MR and NAR meetings. Tips are to be included. The per diem rate shall be a cumulative amount based on the days budgeted for the travel, and not calculated daily. *[BOD minutes 04/18/18]* Hotel accommodation, air travel, Wi-Fi service (in-flight and hotel), taxi fares, mileage, parking, tolls and related tips are to be budgeted separately. Movies are not reimbursable. Guest expenses must also be shown separately and supported by details showing the names of those present. The per diem rate will be established in the Association's annual operating budget.

Rental Cars:

Rental cars are only reimbursable when other forms of transportation are unobtainable or when the use of a rental car will lower the cost of transportation.

Accommodation:

The Association will reimburse approved officers and staff at NAR or state published meeting or convention rates, plus applicable taxes. All accommodations for Association officers and staff will be booked by Association staff. *[BOD minutes 04/18/18]*

Non-Reimbursable Items:

These items are generally excluded unless authorized by the Finance Committee: *[BOD minutes 04/18/18]*

- Personal entertainment (i.e., movies, airline headphones, etc.)
- Purchase of books and magazines
- Barber, hair stylist or beautician fees
- Baby-sitting
- Kennel
- Laundry and dry cleaning
- Mini-bars and in-room safes
- Personal care items (i.e. toothpaste, shaving cream, deodorant, etc.) *[BOD minutes 04/18/18]*

B. President and President Elect

The St. Charles REALTORS® shall reimburse the President and President Elect in accordance with General Policy and the line item approved in the budget for the year in question.

The annual budget will provide specific allocations for the following:

- NAR Meetings
- MR Meetings
- Regional travel to Association-related events and activities
- Hospitality, Guest Entertainment and Hosting
- Miscellaneous expenses

Banquet and Special Expenses:

The President and President Elect may be reimbursed for costs in excess of the approved per diem rate when required to purchase banquet or function tickets at NAR and MR meetings, provided they do not exceed the respective line item approved in the budget.

Hospitality and Guest Entertainment:

Entertainment expenditures draw the greatest scrutiny by the IRS and require a greater degree of discretion. The IRS requires a receipt for the expenditure, a list of individuals in attendance showing their titles and the organizations they represent, the purpose, and the date.

Hosting:

The Association will reimburse the actual costs incurred in those situations where it is deemed appropriate for the President or President Elect to “pick up the check” for several individuals at a meal. When this occurs, the IRS requires a receipt for the expenditure and explanation of the purpose, plus a list of the individuals concerned, their titles, and the location of the event.

The Association budgets limited amounts each year for public relations/hosting to assist the officers of the Association in supporting our membership and the goals and objectives of the Association. These funds should only be used in consultation when possible with the President, President Elect and Chief Executive Officer. In addition to providing a detailed receipt complete with the reason for hosting, the officer authorizing the charge should be prepared to explain the costs and his/her reasoning to the Finance Committee if requested. *[BOD minutes 04/18/18]*

Miscellaneous Expenses:

The President and President Elect may be reimbursed for miscellaneous expenses such as attending political fundraisers, functions of associated industries, the purchase of gifts for volunteers or staff, and other expenses which are considered both reasonable and prudent.

C. Chief Executive Officer

The St. Charles REALTORS® shall reimburse the Chief Executive Officer in accordance with General Policy and the line item approved in the budget for the year in question.

The annual budget will provide specific allocations for the following:

- NAR Meetings
- MR Meetings
- Regional travel to Association-related events and activities
- American Society of Association Executives (ASAE) Meetings
- National, State and Regional Association Executives Conferences
- Travel related to Association jobs and responsibilities
- Hosting
- Miscellaneous expenses

The Chief Executive Officer will receive a credit card and is responsible for properly accounting for all charges made. Expense report forms and copies of all credit card slips are to be turned in within 7 business days and in accordance with General Policy.

Banquet and Special Expenses:

The Chief Executive Officer may be reimbursed for costs in excess of the approved per diem rate when required to purchase banquet or function tickets at NAR and MR meetings, provided they do not exceed the respective line items approved in the budget.

Hosting:

The Association will reimburse the actual costs incurred in those situations where it is deemed appropriate for the Chief Executive Officer to “pick up the check” for several individuals at a meal. When this occurs, the IRS requires a receipt for the expenditure and explanation of the purpose, plus a list of the individuals concerned, their titles, and the location of the event.

The Association budgets limited amounts each year for public relations/hosting to assist the officers of the Association in supporting our membership and the goals and objectives of the Association. These funds should only be used in consultation when possible with the President, President Elect, and Chief Executive Officer. In

addition to providing a detailed receipt complete with the reason for hosting, the officer authorizing the charge should be prepared to explain the costs and his/her reasoning to the Finance Committee if requested. [BOD minutes 04/18/18]

Miscellaneous Expenses:

The Chief Executive Officer may be reimbursed for miscellaneous expenses such as attending political fundraisers, functions of associated industries, and other expenses which are considered both reasonable and prudent.

D. Management Team (Staff)

The St. Charles REALTORS® shall reimburse Association staff in accordance with General Policy and the line item approved in the budget for the year in question.

The annual budget will provide specific allocations for the following:

- NAR Meetings
- MR Meetings
- National, State and Regional Association Executives Conference
- National, State and Regional Professional Standards meeting and conferences
- Regional travel to Association-related events and activities
- Travel related to their Association jobs and responsibilities
- Miscellaneous expenses

Expense report forms and copies of all credit card slips are to be turned in within 14 business days, and in accordance with General Policy.

Miscellaneous Expenses:

Staff may be reimbursed for miscellaneous expenses such as attending political fundraisers, functions of associated or affiliated industries, and other expenses that are considered both reasonable and prudent.

E. MR Directors

The St. Charles REALTORS shall pay a per meeting reimbursement to Association members selected by the Board of Directors to represent the Association as Directors of MR. In addition, members of the Association serving as MR Directors via virtue of their appointed or elected positions with the state Association will also receive the reimbursement. To qualify for the reimbursement, the member must attend at least one Output Group or Mission Committee meeting, and the Board of Directors meeting. To obtain reimbursement, the member must submit a reimbursement form detailing the meetings that were attended within 14 [BOD minutes 01/30/19] days of the Missouri Board of Directors meeting. Reimbursement will be in the amount of \$200 for meetings requiring overnight travel. The Board of Directors will determine through the annual budget the amount to be paid for attendance at Business Conferences held within 50 miles of the offices of the Association offices. Members who are eligible for complete expense reimbursement from the Association or other organizations by virtue of the elected or appointed positions they hold will not be eligible for reimbursement.

Approved by the Board of Directors:

9/25/2013

Revised:

04/18/18, 01/30/19