

# **Bullhead City / Mohave Valley Association of REALTORS®**

## **TRAVEL & EXPENSE REIMBURSEMENT POLICY**

### **Policy 1 – General Policy**

- (A) General Policy will apply to all elected and appointed leadership and staff of the Association who seek reimbursement for travel and other expenses incurred on behalf of the Association. The Omnibus Budget Reconciliation Act of 1993 contained specific provisions to regulate the payment of travel expenses to Association Officers and Directors so as to avoid abuse of the system. A travel and expense reimbursement policy is required and must be adhered to. Certain limitations are provided in connection with per diem allowances.
- (B) The IRS allows reimbursement for travel expenses that are ordinary, necessary and directly related to the purpose of the Association.
- (C) At some time those individuals or companies who have submitted for reimbursement through the Association may be asked by the membership to justify the travel and reimbursement costs reported.

### **Policy 2 – Travel & Expense Reimbursement Claims**

- (A) All approved registrations and reservations will be processed by or in conjunction with the Association Office. All travel and expense reimbursement forms are to be completed and remitted to the Association within fifteen (15) days of the actual event. Failure to comply with this policy will require the Executive Committee to authorize payment.
- (B) Actual mileage expenses shall be reimbursed at the current IRS rate. Per Diem shall be based on the approved travel budget. All per diem is at a rate of 75% for travel days. Reimbursement shall be contingent upon attendance at all required meetings for the trip.

### **Policy 3 – Expense Reimbursement Forms & Authorization**

- (A) All travel and expense reimbursement forms are to be completed and turned in to the Association within 15 calendar days of the end of the event. Staff is to turn in completed expense forms within 7 calendar days of the end of the event. Failure to comply with this policy will result in the authorization of payment to be reviewed by the Executive Committee.
- (B) The Treasurer will be responsible for authorizing payment of all claims for expense reimbursement from Officers of the Association. This authority may be delegated to the Executive Officer who will refer all questions or matters requiring interpretation to the Treasurer for a final decision. In the event the Treasurer is uncomfortable with authorizing any claim, s/he will refer the claim to the Executive Committee for consideration.

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- (C)** The Executive Officer will be responsible for authorizing payment of all claims for expense reimbursement from staff of the Association with the exception of his or her own claims which must be authorized by the President, President-Elect or Treasurer.
- (D)** Supporting documentation and/or receipts are required for all expenses of \$25.00 or more.

### **Policy 4 – Form of Travel**

- (A)** Elected and Appointed Leadership and Staff of the Association are required to use the most cost-effective, but reasonable form of travel.
- (B)** 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 and must be approved in advance by the Executive Committee.

### **Policy 5 – Persons Authorized for Travel**

The Elected and Appointed Leadership and Staff of the Association authorized to travel are established annually in conjunction with the development of the travel budget. Additional or replacement attendees are authorized solely at the discretion of the Board of Directors and upon review of the budget allowances. Authorized Travelers are entitled to reimbursement for reasonable expenses as approved within the travel budget.

### **Policy 6 – Non-Reimbursable Items**

The following items are excluded unless authorized in advance by the Executive Committee:

- Personal Entertainment (e.g. movies, health clubs, airline headphones, etc.)
- Purchase of books or magazines
- Barber, Hair Stylist, Beautician, etc.
- Childcare
- Pet care, Kennel Fees, etc.
- Laundry and Dry-Cleaning
- Mini-Bars and In-Room Safes
- Phone Calls

### **Policy 7 – Hosting**

The Association will reimburse the actual costs incurred in those situations where it is deemed appropriate for the President, President-Elect or 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.

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## **Policy 8 – Banquet and Special Events**

The President, President-Elect and Executive Officer may be reimbursed for the costs in excess of the approved per diem rate when required to purchase banquet or function tickets at meetings of the National Association of REALTORS® or Arizona Association of REALTORS® provided they do not exceed the respective line item approved in the budget.

## **Policy 9 – Items Not Covered By This Policy**

Any items not covered by this Travel and Expense Reimbursement Policy will be referred to the Executive Committee for consideration.