

Policy 204-3. Travel Policy

A. OAR will fund and upon request make travel arrangements for the current OAR Leadership Team, Chief Executive Officer, OAR staff as determined by the Chief Executive Officer, and elected or appointed NAR Directors' attendance at all required NAR meetings in accordance with OAR's Travel Policy. OAR will fund OAR's Region IX Vice President's attendance at all required NAR meetings in accordance with OAR's Travel Policy for the year preceding the Region IX Vice President's year of service. OAR will fund the OAR REALTOR® of the Year to attend the NAR Convention during the year the OAR REALTOR® of the Year is named. OAR will fund the Government Affairs Committee chairperson's attendance at the NAR mid-year meetings in Washington, D.C. All such funding contemplated by this Section A shall be subject to and performed in accordance with OAR's Travel Policy.

B. OAR will reimburse NAR-meeting-related expenses up to \$2,000 annually for NAR committee chairs and vice chairs, as well as any member who is accepted for the current year NAR Leadership Academy. OAR will reimburse Federal Political Coordinators ("FPCs") up to \$1,000 each for attendance at the NAR Legislative Conference (mid-year) meeting, provided that reimbursable amounts shall not exceed actual expenses incurred and calculated after any other NAR reimbursements are made. OAR will also reimburse any NAR committee member up to \$500 for meeting-related travel expenses. All such funding contemplated by this Section B shall be subject to and performed in accordance with OAR's Travel Policy.

C. Reimbursements sought by NAR committee members, NAR committee chairs, NAR committee vice-chairs, and National Directors which are large board representatives shall be subject to the following provisions:

a. Requests for reimbursement submitted to OAR shall not include expenses or receipts which will be or have already been submitted to the member's local association for reimbursement.

b. When submitting a request for reimbursement to OAR, the member shall verify and affirm that such request does not include expenses or receipts which will be or have already been submitted to the member's local association for reimbursement.

D. ADDITIONAL REQUIREMENTS

a. Attendance: Any member receiving a travel reimbursement or per diem from OAR must attend all meetings related to his or her position which are conducted at such event, or as designated by the Chief Executive Officer.

b. Eligibility: OAR will not reimburse expenses which are not eligible for reimbursement under OAR's Travel Policy, or which are not submitted in compliance with OAR's Travel Policy.

c. Receipts: Any request for reimbursement under OAR's Travel Policy must include original receipts for all expenses other than a non-accountable per diem of \$75 for meals and incidentals, as well as an expense report.

d. Deadlines: Any request for reimbursement and accompanying expense report should be

received by OAR within 30 days after the travel for which the member seeks reimbursement. Any request for reimbursement shall be denied if such request and accompanying expense report are not received by OAR within 90 days after the travel.

e. Airfare: OAR staff will make all airline reservations unless the traveling member prefers to make his or her own travel plans. For airfare to be reimbursable, members must purchase seating in the Economy or Coach class of fares. Additional costs for premium class seating (including, but not limited to, first class, business class, economy plus, etc.) are not reimbursable. Tickets should be purchased as early as possible to take advantage of the lowest available fares. Seat assignment fees within the Economy or Coach classes are reimbursable. Convenience charges (including, but not limited to, fees for extra legroom, priority check-in, express security clearance fees, etc.) are subject to review by the Chief Executive Officer.

Checked and carry-on baggage fees (up to a total of 2 checked bags per trip) are reimbursable. However, overweight baggage fees are not reimbursable.

Any member purchasing his or her own airfare pursuant to OAR's Travel Policy may use his or her own credit card instead of OAR's credit card, in which case the traveling member must include airfare expenses on his or her expense report.

f. Ground Transportation: Mileage reimbursements shall not exceed the applicable per-mile rate established by the Internal Revenue Service. Mileage reimbursements cannot exceed the cost of reasonable airfare expenses which would be incurred if flying to the same destination.

g. Rental Cars: Before incurring rental car expenses, the traveling member must consult OAR's Chief Executive Officer. Rental car expenses are reimbursable only when other methods of transportation are not obtainable or when a rental car is less expensive than public transportation. For rental car expenses to be eligible for reimbursement, the traveling member must purchase a collision damage waiver in connection with the car rental.

h. Parking and Tolls: A traveling member's actual expenses incurred for parking and the use of toll roads are reimbursable, provided that the traveling member must submit the original receipts for such expenses when submitting his or her expense report.

i. Trains, Taxis, and Buses: A traveling member's actual expenses incurred for the use of a train, a taxi, or a bus are reimbursable, provided that the traveling member must submit the original receipts for such expenses when submitting his or her expense report.