

Board of Directors Travel

Travel Policy

Updated 2023

All expense reports are due no later than Dec 31 of each calendar year.

The following is the travel reimbursement policies for all volunteers who travel on behalf of the Association:

General Travel Policy:

- Travel: is expected to be by the lowest and most efficient method of travel available, using coach fare, and purchased as soon as possible, but no later than 20 days in advance. Compare airlines if necessary. If the volunteer chooses to drive personal vehicle, or use a rental car, a cost comparison with other means of travel may be requested to demonstrate the lowest travel cost was secured.
- Hotel: Room charges, including internet service, will be reimbursed as long as volunteer is within the budgeted allowance. NARPM will not pay for upgrades.
- Baggage fees: The limit of \$30 baggage fee that will not require a receipt to be submitted with expenses.
- Transportation: Use Hotel shuttles if available. NARPM will reimburse car rental fees at the same rate for the shuttle service or taxi fee, whichever is less, to and from airport/hotels. NARPM will not pay for parking or fuel of rental cars. Please make a note on car rental receipt.
- Food: Actual cost for food, beverage, and tips with a max of \$75 per day (no alcohol) and is not cumulative
- Tips: A maximum of \$5 each tip with a maximum daily amount of \$10
- Maximum reimbursement (includes airlines tickets, hotel charges, food, etc.) will be based on amounts requested in budget for volunteer/event.
- Receipts must be submitted for any expenses, along with reimbursement form, within 30 days after event has ended.
- Long distance phone charges will not be reimbursed
- Parking and mileage to/from airport for personal vehicle will be reimbursed. An airport limo/taxi may be taken to the airport if the charges are less than or equal to mileage and parking.

RVP's and Leadership Travel:

- Internet usage: Board of Directors will be reimbursed internet usage on airlines to allow them to continue their business while traveling on behalf of NARPM®. Receipts for internet usage during trip must be attached to reimbursement requests. If annual contracts are secured then NARPM® will reimburse for month that traveling occurs.
- Broker/Owner Conference & Expo and National Convention: NARPM Board of Directors attending Board meetings will be entitled to receive reimbursements of expenses. When attending a board of directors meeting at the Broker/Owner Conference & Expo and National Convention, members will be reimbursed for expenses for the entire convention/retreat which includes registrations fees (not ticketed

events) days for attendance at the Board of Directors meeting. NARPM® will reimburse all travel expenses within individuals approved budget.

- State Conferences: NARPM® shall also reimburse Directors/RVP's to attend those state conferences that are held and/or sponsored by their respective regions for three (3) days to attend the event. The President and President-Elect will be reimbursed for travel to all NARPM® National related events.
- Chapter Visits: RVP's are encouraged to travel to individual chapters once a year. If a second chapter visit is needed, trip will need to be approved by the Executive Committee thirty (30) days in advance, if RVP will be over their respective budget. Since Chapters have use of Trade Show grants for state conferences, RVP's will not be reimbursed to attend the same state trade shows. Chapters are given funding for necessary support through the grants. A Chapter visit is limited to be reimbursed up to 2 nights.
- Chapter Events: When traveling to a chapter the RVP's must be available to meet with members to help with local issues. Spend time equally with any member who requests your attention, and not just with a few. A Chapter visit is limited to be reimbursed up to 2 nights.
- President Chapter Visits: The President will go visit chapters when they are grouped together in a trip. Individual chapter visits are discouraged as other chapters will expect visits also. It is the RVP's responsibility to visit individual chapters.
- Events: Board of Directors will be reimbursed for any event the President determines to be mandatory, with the Board of Directors approval, for Board members to attend. This is to include any training, ticketed events, etc.
- Convention Chair to be reimbursed for the convention registration.
- President, President-elect, and CEO will attend a leadership training course at the end or beginning of the year.

Reimbursement requests must be submitted within 30 days after incurring an expense and prior to December 31, of the year expense is incurred. If reimbursements are submitted after 30 day time frame, approval will be required from the Finance Committee prior to payment being issued to the volunteer.

Clarification:

Please make notes on receipts of the amount to be reimbursed. Where available, use long term parking at airports, no short term parking will be reimbursed, unless long term parking is not available. Plan additional time to board your flight. All travel, included to and from airport, is expected to be by the lowest cost available. This means you are responsible for checking into the most economical means of travel, even from your home to the airport. NARPM® will pay mileage plus long term parking. All volunteers are to plan their visits so they fall within their budget. Any overage must be approved by the finance committee prior to spending on the travel. Reimbursements will only be made to volunteers after the event has taken place. NARPM will not advance any travel reimbursement prior to an event being held.

Prior approval must be obtained from the Finance Committee should exceptions to this policy be needed by the volunteer before

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