



Policy No. 10 Travel Allowances

Specific travel allowances for Aspire North REALTORS® are budgeted annually and described elsewhere in this manual. General travel policies for Board Members are described below:

1. Those who qualify will receive travel expenses (including mileage) for meetings, conference, seminars, etc. which they attend as representatives of Aspire North REALTORS®.
2. Request for those travel expenses shall be prearranged, and included in the annual operating budget. If a proposed expenditure has not been included in the current budget, specific approval must be requested in writing from the Budget and Finance Committee and/or the Board of Directors.
3. Reimbursement for accommodations for those members of Aspire North REALTORS® representatives shall be at the "single occupancy" rate. No reimbursements shall be made for spouse and/or family. Aspire North qualifies the following expenses as reimbursable for members traveling on behalf of the Association:
 - Airline/Rail Transportation
 - Car Rental (in certain circumstances approved in advance)
 - Use of Personal Cars - Mileage and Parking
 - Taxis/Uber-Lyft/Public Transportation
 - Lodging
 - Meals and Incidentals
 - Guest Entertainment
 - Tips
 - Business Related Internet/Fax



Non-Reimbursable Expenses

- Airline seating upgrades (ex. -1st Class, Business Class, Economy Plus/Extra Legroom)
- Fees for additional earning of miles/points
- Gasoline for personal vehicles (already covered by IRS mileage reimbursement rate)
- Traffic fines or parking violations
- Personal entertainment (example: in-room movies, airline headphones, books, magazines, etc.)
- Barber, beautician, or spa services.
- Clothing
- Air-to-ground (air phone) charges
- Airline and airport Internet connection fees

4. When travel is by car, mileage shall be calculated from the Association office to the point of destination and the current IRS mileage allowance shall be paid.

5. No reimbursements shall be made until a Aspire North Travel Expense Form is submitted to the Association within thirty (30) days of the travel date(s). After approval, the expense report shall be forwarded to the Aspire North Finance Manager for processing and reimbursement payments shall be made in five (5) business days. Late filing could mean forfeiture of any reimbursement. The form must include the members' name, current email, and mailing addresses, date(s) of travel, business purpose, committee/task team, and include the staff executive and member signature. All expenses over \$5.00 must be substantiated with receipts, including parking and/or taxi fees. Leadership and members requesting reimbursement are expected to file a written report of the meeting or seminar for which travel expenses have been allotted at the time the expense request is filed. These reports shall be archived on the Aspire North Members Only website.





6. If a registration form is required for the event, such forms shall be completed and signed by the registrant. The Association shall reimburse registration fees in advance when required due to long lead-time registrations. Should the member cancel their travel (except in extreme circumstances) the member shall be responsible for paying the Association back for the registration fee.

7. If airline travel is required, the registrant shall be responsible for finalizing the arrangements. In order to facilitate the best possible fares, arrangements should be booked well in advance with the prior approval of the Chief Executive Officer. Departure from these arrangements may incur extra expense, which will be borne by the registrant, with the Association reimbursing the lowest available fare.

8. Policy for Aspire North President and President-Elect's use of Aspire North credit cards: Upon election to office, the President and President-Elect of the Board of Directors of Aspire North may each be issued an American Express Aspire North business credit card. This card is to be used for business expenses of the President and President-Elect when she/he travels to conventions or other Aspire North approved business meetings. It may also be used for purchases under the "President's Expense" category, which includes meals with leaders and/or staff, staff gifts, director gifts, all of which shall be directly related to the transaction of Aspire North business. All receipts, along with a written explanation for charges using the Aspire North credit card shall be submitted to the Aspire North business office for review and approval by the CEO. The card will be turned back into the Aspire North office upon election of the next Board President and President-Elect. These cards may be revoked at any time at the request of the CEO of the Aspire North due to improper use or ineligible charges to Aspire North.



9. Director Travel Policy for NAR Meetings: The Aspire North will, if provision for such travel is included in the annual budget, reimburse any Director wishing to attend a NAR meeting an amount not to exceed \$2,000.00. Application for this grant should be made in writing, in advance, and approved by the Board of Directors prior to the event. Directors should then file with the Aspire North business office an expense statement, along with appropriate receipts and a written report to the Board of Directors within 30 days of the event. It is expected that the Aspire North President and/or President-Elect will attend the NAR Convention and Mid-Year Meeting as our association delegates, and as outlined in the officer job descriptions in this Policy Manual.

10. Director Travel Policy for Michigan REALTOR Meetings: Aspire North will, if provision for such travel is included in the annual budget, reimburse any director the cost of event registration for and mileage to the annual Michigan REALTORS convention and the Achieve Conference up to \$200.00 per day reimbursement for hotel and meals at the annual convention of the MICHIGAN REALTORS®, in accordance with the guidelines outlined elsewhere in the policy manual and upon the filing of an expense statement and written report of the event.

11. The Aspire North Board shall have the ability to consider a special request for a travel allowance from a Aspire North member should said request be determined in the best interest of the association.

The Association will not reimburse expenses, which are not in compliance with this policy or IRS requirements. Exceptions are approved at the discretion of the Treasurer and/or the Chief Executive Officer. If discrepancies are noted on the expense report, the CEO will contact the member to resolve the issue. If there are special circumstances, instructions on how to submit expense items will be provided by the Aspire North business office on request





***Description of Reimbursable Expenses**

Airline/Rail Transportation.

In most situations, the CEO will direct a member to use his/her own personal credit card for airfare/rail transportation, as the Aspire North does not have its own internal travel provider. In these cases, the member must complete an expense report for reimbursement (only after the business trip is completed). Members must purchase seating in the Economy or Coach class of fares. Additional costs for premium class seating (ex. - first class, business class, economy plus, etc.) are not reimbursable. Tickets should be purchased as early as possible to take advantage of the lowest costs. 1) Seat assignment fees (ex. window or aisle seats, including Southwest Airlines early bird seating) within the Economy or Coach classes are reimbursable. However, convenience charges such as fees for extra legroom, priority check-in and express security clearance fees, etc. are not reimbursable. 2) 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. 3) A member can include personal travel in conjunction with a Aspire North business trip; however, the member is responsible for payment of the personal portion of the trip. Members will not be reimbursed for business use of frequent flyer miles or vouchers, vouchers for bumping, discount coupons or other instruments of value. Such discount instruments, if earned as a result of personally paid travel, should be used for subsequent personal travel. Airline/Rail travel receipts must be submitted regardless of the expense amount.

Car Rental

Rental cars are reimbursable only when other methods of transportation are not obtainable. The CEO must be consulted if a member needs to rent a car for travel purposes. If it is necessary to rent a car, the collision damage waiver must be purchased. This is to ensure that the member will not be liable for out-of-pocket expenses should an accident occur. Car rental receipts must be submitted regardless of expense amount.



Use of Personal Vehicle-Mileage/Parking

If a member chooses to drive to a meeting in lieu of flying, he/she should consult with the CEO. Reimbursement will be based on reasonable costs, and the reimbursed amount will not be higher than applicable air travel costs. Mileage reimbursement is equal to the number of business miles driven multiplied by the current IRS approved mileage rate. Gasoline used in a personal car is not reimbursed because the IRS includes this expense in the mileage reimbursement calculation. Actual costs of parking and tolls for approved business trips are reimbursable. Traffic fines and parking violations are not reimbursable. When choosing transportation to and from the airport, the cost of airport parking should be considered. When traveling for an extended period, driving to and parking at the airport may be more expensive than taking a taxi, bus or airport limousine.

Taxis/Uber-Lyft/Public Transportation

Business related local transportation costs are reimbursable (ex. taxi, bus or local rail service) including limo/taxi costs to and from the airport.

Lodging

The member will arrange lodging, as the Aspire North does not have its own internal travel provider. Incidentals should be paid upon check out. The CEO will advise of any exceptions. Should a member find it necessary to cancel hotel reservations, any penalty shall be the members responsibility unless approved in writing by the CEO. Hotel receipts, which include line item expenditures and proof of payment, must be submitted with expense reports.

Meals and Incidentals

The Association reimburses traveling members for the reasonable cost of food, refreshments and incidentals (ex. laundry and valet services, toiletries, snacks/mini-bar items) subject to a daily limit of \$125 except for when a travel per diem for hotel and meals is preset. Costs of meals vary dependent on the geographic area and all members are expected to use prudence. Tips for meals should be included in the total cost of a meal. The member must track and report actual expenses incurred in order to be reimbursed.





Guest Entertainment

Aspire North only reimburses for guest entertainment expenses for the President and CEO defined as those activities paid by Aspire North members, on the behalf of others, in the advancement of Aspire North's business goals and concerns, subject to a \$125 per person limit. In accordance with IRS requirements, the expense report MUST include the names of the guests and the business purpose.

Tips

Reasonable tips are reimbursable. Note that tips are reported as part of the taxi or airport limousine fare and as part of meals on expense reports.

Telephone/Fax

All Aspire North related business calls are reimbursable except air-to-ground (air phone) calls. Where possible, members should use his/her cellular phone to make personal phones calls while travelling on Aspire North business so as to not incur additional surcharges (i.e. hotel).

Internet Connection Fees

While traveling on Association business, Aspire North will reimburse reasonable hotel/mobile Internet connection costs. Airline and airport Internet connection fees are not reimbursable.

