



## **PRO EXPENSE REIMBURSEMENT POLICY**

### **AMENDED December 8, 2015**

The Pinellas REALTOR® Organization (PRO) will reimburse members for certain expenses incurred while attending FR and NAR business meetings in an official capacity. Reimbursement for expenses is not intended to cover all expenses but to provide assistance for members acting on behalf of the association.

*Members eligible for reimbursement under this policy include:*

#### **CHAIRMAN AND CHAIRMAN-ELECT OF THE BOARD OF DIRECTORS:**

The Chairman and Chairman-Elect shall receive reimbursement of eligible expenses for attendance at the FR Mid-Winter meeting, Convention and the NAR Legislative meeting in Washington, D.C. and the NAR Convention. The Chairman-Elect shall receive reimbursement of eligible expenses for attendance at the NAR Leadership Symposium and the FR CEO Symposium.

#### **FR DIRECTORS:**

Members serving as FR Directors will be reimbursed for expenses incurred up to one thousand dollars (\$1000.00) per regularly scheduled meeting. Based on official committee service or by providing a written report of the Director's meeting activities. FR Directors appointed by the Florida Association of REALTORS® are eligible for reimbursement on the same basis as FR Directors appointed by PRO. FR Directors representing an Institute, Society or Council are not eligible for reimbursement since they are reimbursed by their ISC

#### **NAR DIRECTORS:**

NAR Directors receive reimbursement from the Florida REALTORS® (FR) and are eligible for reimbursement for approved expenses incurred for regularly scheduled meetings over the FR amount (currently \$2,000) up to three hundred dollars (\$300) from PRO. NAR Directors are required to complete and submit both the FR Travel Voucher and the Director certification of attendance form to the FR for reimbursement.

#### **LEGISLATIVE KEY CONTACTS AND MEMBERS OF THE BOARD OF DIRECTORS::**

Members serving as FR Legislative Key Contacts will be reimbursed for transportation and one nights lodging at the Great American REALTOR® Days (GARD) in Tallahassee. The Board of Directors may approve reimbursement for board members and public policy chairman at attend GARD when sufficient budget funds are available.

#### **FEDERAL DISTRICT COORDINATORS (NAR):**

Any Federal District Coordinator not already receiving reimbursement from another source (i.e. as an NAR Director) will be reimbursed expenses for the Washington, D.C. Legislative Meetings, up to five hundred dollars (\$500.) (8.25.04)

## **OTHERS:**

Reimbursement for any other members must be submitted to the Board of Directors to review whether the budget permits and whether the request has merit.

## **POLICIES, PROCEDURES AND GUIDELINES:**

1. PRO staff will register and make all arrangements for the Chairman and Chairman-Elect of the Board only. All other members must make their own arrangements. (registration, transportation, room reservations, special event tickets and meals).
2. Reimbursable expenses include: registration fees, transportation, lodging, meals, taxis, and tips only.
3. Requests for reimbursement must be made on the PRO Expense Form and submitted to PRO within thirty (30) days of when the expense was incurred  
**No reimbursement will be made after thirty days.**
4. Receipts or bills showing proof of payment must be submitted for items to be reimbursed. NAR Directors must include a copy of their reimbursement documentation submitted to FAR.
5. Expense forms will be reviewed for accuracy and approved by the President or the COO before payment.



Request for Reimbursement  
2016 Mid –Winter Business Meetings

This form is to be submitted together with a 2016 PRO Expense Report within thirty days following attendance of the 2016 Mid-Winter Business Meetings. This is to ensure that applicable expenses incurred may be reimbursed.

Name:

\_\_\_\_\_

Company:

\_\_\_\_\_

Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I hereby certify that I attended the following sessions in Renaissance Orlando Resort, Orlando, FL and fulfilled my obligations as a Florida Director.

**Event Dates and Times**

Saturday January 30<sup>th</sup> 4:30-5:15 p.m. District Meeting

Sunday January 31<sup>st</sup> 9:00am-12:00 p.m. Board of Directors

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return this completed form, together with your expense report and appropriate receipts to:

Pinellas Realtor Organization  
4590 Ulmerton Rd.  
Clearwater, FL 33762

You may also scan and e-mail your forms and receipts to: [esatriano@tampabayrealtor.com](mailto:esatriano@tampabayrealtor.com)



# PRO-Expense Report

Pinellas REALTOR® Organization  
 4950 Ulmerton Road  
 Clearwater, FL 33762-4141  
 (727) 347-7655 / Fax (727) 347-0779  
 www.tampabayrealtor.com

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Expense Item	PRO Pre-paid	Reimbursable	Total	Notes
Miles (@.54.0 Mile)				
Airfare				
Lodging				
Meals				
Taxi / Rental				
Parking/Tolls				
Tips				
Other				
<b>Totals</b>				
<i>A + B = C</i>	<i>A</i>	<i>* B *</i>	<i>C</i>	

<b>Additional Event Information</b>			
Purpose of Travel:			
Event Location:			Event Dates:
			Total Reimbursement Column *B* Above:
I hereby certify that all expenses claimed above were incurred on official business for the Pinellas REALTOR® Organization.			
Signature:			Date:
SSN:	Reviewed by:		
Approved by:			Date: