



PRO EXPENSE REIMBURSEMENT POLICY AMENDED January 6, 2020

The Pinellas REALTOR® Organization (PRO) will reimburse members for certain expenses incurred while attending FAR 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 Florida Realtors (FR) Mid-Winter meeting, Convention and the National Association of Realtors (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.

SECRETARY AND TREASURER OF THE BOARD OF DIRECTORS:

Members serving as Secretary and Treasurer shall be reimbursed at Executive Committee level for both NAR meetings (Legislative and Annual).

FLORIDA REALTOR DIRECTORS:

Members serving as FR Directors shall be reimbursed for expenses incurred up to one thousand two hundred dollars \$1,200 per regularly scheduled meeting.

Members serving as a Chair or Vice Chair of a Florida Realtors Committee shall be reimbursed up to one thousand five hundred dollars (\$1,500) per regularly scheduled meeting.

FR Directors appointed by the Florida Association of REALTORS® are eligible for reimbursement up to one thousand two hundred dollars \$1,200 from PRO per regularly scheduled meeting. FR Directors representing an Institute, Society or Council are not eligible for reimbursement since they are reimbursed by their Institute, Society or Council (ISC).

NATIONAL ASSOCIATION OF REALTORS DIRECTORS:

NAR Directors receive reimbursement from Florida REALTORS® (FR) and are eligible for reimbursement for approved expenses incurred for regularly scheduled meetings over the FAR 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.

CHAPTER CHAIR:

Members serving as Chapter Chair shall be reimbursed at the Executive Committee level for the National Association of Realtors (NAR) Legislative Meeting and the National Association of Realtors (NAR) Annual Meeting.

NAR COMMITTEE MEMBERS:

Primary members, only, serving on a NAR Committee, Institute, Society or Council, not reimbursed by any other entity are eligible for up to \$1,000.00 per regularly scheduled meeting.

LEGISLATIVE KEY CONTACTS AND MEMBERS OF THE BOARD OF DIRECTORS:

Members serving as FR Legislative Key Contacts will be reimbursed for transportation and up to two 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 to attend GARD when sufficient budget funds are available, up to 20 members.

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 seven hundred fifty dollars \$750.00

DISTRICT VICE PRESIDENT:

Any PRO member serving as the Florida Realtors District Vice President of Florida Sixth District will be reimbursed up to two thousand dollars \$2,000 per regularly scheduled meeting, if they are not reimbursed by another institution, society or council.

INTERNATIONAL TRAVEL:

1. PRO representation at International trade shows shall include the following members and staff, with priority to the following members and staff:
 - a) PRO Chairman, or Chair-elect or then at the discretion of the Executive Committee
 - b) Global Council Chair or designated by the Global Council Board.
 - c) Staff at the CEO's discretion.
2. PRO Sponsorship of up to five (5) inbound or outbound trade missions annually at a cost not to exceed \$2,500 each
3. All PRO or Global Council funded representatives (above #1) will be required to use PRO provided business cards and association promotional materials.
4. A member, who is the lead on an outbound trade mission, will be provided with a travel allowance of up to \$2,000 for up to three (3) sponsored missions per year.
5. PRO will sponsor or will obtain sponsors for a trade show "Give Away" for three trade shows annually at a cost not to exceed \$1,500 each.
6. PRO will encourage sponsorship of and extend an invite to attend our international trade shows and trade missions, to the local economic development corporations, visitor bureaus, or other community partners that will enhance the experience for the organization and the members we serve.
7. PRO will reimburse Realtor members' registration fees for the three funded trade shows (at the following levels) and require that the attendee work the trade show a minimum of a two (2) hour shift. The total annual budget for registration reimbursement fees up to \$2,500.00.
 - a) MIPIM (1 member at \$500.00)
 - b) Realtor Quest (20 members at \$50.00)
 - c) A Place in the Sun (20 members at \$50.00)

Airfare (IRS documentation required):

1. Reimbursed only with original receipts issued by the Airline at coach class rate with name and date of travel listed on the receipt.
2. Electronic ticket purchasers have two options:
 - a) Request a receipt from the Airline at check-in or

b) Submit any form of electronic ticket or itinerary that includes information showing that a credit card was charged, along with substantiation that the travel did occur.

3. Flights outside the continental United States and in excess of five (5) hours (excluding layovers) will be considered for an upgrade on a case by case basis only as long as the request for an upgrade, on the airline chosen, is within the travel budget.

The association will also purchase travel insurance for trip delay, baggage delay/loss, emergency medical flights and health insurance for the period of travel to insulate the member and the organization from significant loss associated with international travel.

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, NAR Directors and Executive Committee for the Legislative Meetings. 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.