

Louisville Women Council of Realtors Travel Policy and Procedures

1. Objective:

To provide a consistent policy for representatives traveling on behalf of Louisville Women Council of Realtors. It is designed to:

- a. Insure compliance with minimum Internal Revenue Service (IRS) requirements.
- b. Insure that members are reimbursed on a fair and equitable basis.
- c. Avoid undo record keeping and reimbursement delays.

2. Purpose:

To provide for Louisville WCR representatives, to attend meetings and seminars and to interface with other attendees outside the committee meetings and seminars in order to discuss common problems, establish rapport and open lines of communication. It is expected that attendees will also record and gather material for other association members.

3. General Statement of Policy:

- a. It is the policy of Louisville WCR to reimburse Louisville WCR representatives for “reasonable” travel expenses incurred by them for authorized travel (see standards below). These expenses generally comprise of transportation, lodging and food expenses incurred while traveling on Louisville WCR business, as well as other authorized business expenses. The term “reasonable” indicates that Louisville WCR recognizes the individual’s normal needs and will reimburse such expenses in line with costs in that geographic area and the nature of the assignment and level of responsibility.
- b. It is the general policy that all reasonable travel costs and meeting registration fees will be fully paid and/or reimbursed, per the approved travel budget.
- c. Every Louisville WCR representative is expected to exercise prudence and due care in the expenditure of Louisville WCR funds. Any questions regarding the legitimacy of an expense item should be discussed with the authorizing official prior to incurring the expense. A receipt is required for all expenses other than miscellaneous tips. For a receipt to be valid it should contain the name and address of the vendor, date of expense and the amount. The members’ signature on the expense report constitutes a certification as to the amount and nature of expenses incurred and reported.

4. Standards:

- a. *Eligible Functions (Participants to be chosen by the Board)*
 - i. Leadership Academy
 - ii. WCR Annual Conference
 - iii. WCR Mid -Year Meeting
 - iv. Regional Meeting
 - v. Other functions as authorized by approved budget

If the President and/or President Elect cannot attend, the board will vote on who will be attending in their place.

- b. *Reimbursement Expenses:*

- i. Transportation-Receipts Required:
 1. Air-Book to obtain lowest prices
 2. Airport Limo/Taxi and Tips.
 3. Personal Automobile-Current Government allowance per mile, actual parking cost and tolls.
 4. Rental Car.

- ii. Meeting Registration Fees
- iii. Education – Tuition fees for any education offered at any eligible function.
- iv. Lodging:
 1. Louisville WCR representatives will stay at hotels suggested by the entity hosting the event at their published discounted rates for a standard, single occupancy rate. These accommodations are to be utilized when making reservations. Should a member choose to stay at another hotel/motel she is responsible for the difference in cost if it's a higher rate.
 2. The cost of lodging for the President and President Elect shall be covered in full at the cost of the event hotel. Sharing of rooms is encouraged. The cost for any other attendees will be approved on a meeting by meeting basis and approved by the board.
 3. In the event that there is more than one Louisville WCR representatives attending an event, the Louisville WCR representatives are encouraged to share a hotel room.
 4. Upgrades: Should a representative upgrade her reservation, the individual will be responsible for the difference e in cost.
 5. .
- v. Meals-The Louisville WCR Chapter will reimburse the traveling members for the reasonable cost of food and refreshments. . Tips are to be reported as part of the meal. Meals when away from home are reimbursed at a cumulative rate of \$100.00 per day.
- vi. Tips (other than at meals)-Tip to hotel bellmen, baggage men, doormen, ect. should be reasonable..
- vii. Hotel Business Services for Louisville WCR purposes are reimbursable (faxing, copying, printing, internet service, ect.)

5. Reimbursement Procedures:

- a. Expenses must be submitted on the official WCR Expense Report Form. Original receipts are required for all expenses other than miscellaneous tips. Expense reports may be submitted within 14 days from the occurrence of the expenses. A Louisville WCR Expense Report must be completed with all reimbursable expenses and turned in within 14 days of the completed trip.
- b. Expenses will be reimbursed up to ½ of expenses incurred by the State Governor while attending eligible functions. Other expenses must be approved by the Board. All expenses must be submitted on the official WCR Expense Report Form. Original receipts are required for all expenses other than miscellaneous tips. Expense reports may be submitted within 14 days form the occurrence of the expenses. A Louisville WCR Expense Report must be completed with all reimbursable expenses and turned in within 14 days of the completed trip.