



Travel and Meal Policy

SECTION I: Introduction and Overview

It is the policy of The Women's Council of REALTORS®, Rochester to reimburse Governing Board members, and/or other pre-approved National Realtor® members for reasonable and necessary expenses incurred in connection with approved travel on behalf of the Women's Council.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. **Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources.** If a circumstance arises that is not specifically covered in the travel policy, the most conservative course of action should be adopted, with prior approval of the Governing Board. While this policy may not address all the possible situations that may arise, financial decisions will be based on the intent of this policy.

We are a not-for-profit organization, with volunteers contributing their time and expertise. Financial decisions will be based on need for reasonable and necessary expenses. We will continuously monitor revenue, control expenses, and ensure financial responsibility with accountability. We will actively search out the best rates, costs, and plan so that monies are used wisely, and within budgetary guidelines. Travel reimbursements are to cover costs of travel and expenses for previously approved meetings and conferences dates, and to stay within budget. **See Section V Required and Optional Travel, for a list of approved meetings and conferences.** This list will be reviewed and updated within the first quarter of each year.

EXCEPTIONS

Requests for exceptions must be made in advance and in writing to the Governing Board for review. Requests for exceptions will be reviewed and considered in accordance with the intent of the travel policy and of the Networks Standing Rules.

AUTHORIZATION AND RESPONSIBILITY

All travel must be authorized in advance by the Governing Board. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements.

PERSONAL FUNDS

Travelers should review reimbursement guidelines before spending personal funds for business travel to determine if such expenses are reimbursable. The Rochester Network reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures.

VACATION IN CONJUNCTION WITH BUSINESS TRAVEL

In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, and/or lodging must be clearly identified on the Travel Reimbursement form. The Network will not pay any personal expenses.

SECTION II: Processes and General Information

ADVANCES FOR INCIDENTAL EXPENSES

The Network will not advance the cost of any incidentals.

Reimbursements will be made for the following approved expenses:

1. Airfare

The Treasurer will make airline reservations for all travelers, per Section IV of this policy. Every effort must be made to travel together as a team. Reservations are for Coach Class or economy tickets. The Treasurer is expected to obtain the lowest available airfare that reasonably meets business travel needs, and will book flights for all travelers using the Women's Council debit card. The use of Frequent Flyer Awards or Credit Card Rewards will not be reimbursed by the Women's Council. Any exception to this must be approved by the Governing Board.

2. Automobile (Personally Owned/Rental) Every attempt should be made to share transportation. Reimbursement for usage of a personal automobile is based on current year **IRS** Mileage Rate. Mileage is paid only; we do not reimburse for tolls, gas, or any additional expenses. All travelers are required to travel together; separate vehicle reimbursement is not permitted. Reimbursements are not to exceed the amount of an airline ticket for the same destination/event.

If it is less expensive to rent a car, Women's Council will pay for the approved use of a rental vehicle on the Women's Council debit card. Gas will be paid for by the Women's Council debit card. Tolls can be reimbursed. Mileage is not paid when renting a vehicle.

Note: Women's Council volunteers are not employed by Women's Council and travel as free-agents. For personal autos, the traveler's personal automobile policy will cover the insurance and the traveler must have at least a \$1,000,000 umbrella liability policy. If an automobile is rented, the insurance would fall under the Women's Council liability insurance.

3. Conference Registration Fees – The Treasurer will make all reservations for conferences, including business-related banquets or meals that are part of the conference registration.

4. Lodging–The Treasurer will make all reservations for lodging.

Hotel rooms must be shared with another Women's Council member. Hotel room assignments are determined by the President. If a member chooses single room occupancy, the rate will be paid for by the individual. However, if a room has a single Women's Council occupant and it is shared with their spouse/guest, then the Women's Council occupant is responsible for the other half of the expense for their spouse/guest.

5. Meals and Incidental Expenses - If not prepaid by Women's Council, a maximum of \$100 per day will be reimbursed for meals and approved expenses.

Reimbursements will be made using the Travel Expense Reimbursement form, and original individual receipts are required.

If there are communal meals for the group paid for with the Network's debit card, or are included in the cost of registration, no extra meal reimbursement will be allowed.

APPROVALS

Travelers will submit a completed Travel Expense Reimbursement form with receipts to the Treasurer for approval within 10 business days from the completion of the trip. Reimbursements to the Traveler will be processed by the Treasurer within 10 business days.

Travel Expenses Not Reimbursable

The Women's Council will not reimburse for entertainment, recreation, tours, rentals, cocktails/alcohol, personal phone calls, dry cleaning, upgraded air travel, personal hygiene/beauty needs, gifts not approved by the Governing Board, items of clothing, educational class fees, books, tapes or other education devices, raffle tickets, fundraiser items from other Networks, donations, postage to ship personal items, medical expenses, personal expenses, unapproved expenses, airline miles, airline upgrades, coupons, or other related perks. Women's Council will not reimburse expenses not directly related to the business travel by Women's Council.

Transportation to and from hotels and airports is reimbursed only when free hotel shuttle service is not readily available. Every attempt should be made to share transportation. If your flight arrives within one hour of other members, wait and travel together.

SECTION III: Miscellaneous and General Guidelines:

Travelers should travel together and make reservations early enough in advance for the lowest possible airfare.

For State meetings (and other required meetings) that are less than three hours away, and starting after 9:00 a.m. and ending before 6:00 p.m., no reimbursement will be made for lodging expenses on travel days.

1. All officers must register Women's Council as their PRIMARY AFFILIATION, when attending meetings/conferences on behalf of Women's Council.
2. All officers will commit their attendance by email with **email confirmation receipt** to the President at least one week prior to event registration opening.

Section IV: Airline Reservations, Conference Reservations, Hotel Reservations, and Responsibilities:

The Treasurer shall be responsible for making conference registrations and room reservations for all officers at the Women's Council hotel as soon as possible once conference registration opens. In the event the conference hotel is filled, The President shall obtain nearby hotel rooms at a **comparable price**.

1. The Treasurer shall immediately notify officers in writing of registration details and airfare information. Every attempt shall be made to obtain the lowest airfare available on the day of registration.
2. The Treasurer shall notify officers and other approved travelers of intended reservation information in writing 24 hours prior to making airline reservations.

The Treasurer shall be responsible for making all airline reservations using The Women’s Council debit card. Reservations will be made in accordance with the travel policy, ensuring that the most reasonable expenses are incurred.

Travelers are responsible for completing the Travelers Information and Agreement form. This form will be forwarded to the Treasurer, (form included in this policy), supplying contact information needed to make airline reservations, and agreeing to repay Women’s Council for airline costs, if unable to travel after reservations have been made.

Section V: Required/Optional Travel

Required travel is paid in full by The Women’s Council, per Section II of this policy.

All members receiving fully paid travel reimbursements are required to participate for the entire length of the conference, including, but not limited to, the Governing Board meeting at National Conferences.

Approved Travel:

Listed below are approved meeting and conferences. This list will be reviewed and updated at the beginning of each year, at the first Women’s Council Governing Board meeting of the year.

President and Treasurer will review available funds when travel is based on budget to determine who shall travel.

APPROVED TRAVEL FOR WOMEN’S COUNCIL ROCHESTER NETWORK

Meeting	Required	Optional based on Budget
Women’s Council Mid-Winter Business Meeting Albany	President President–Elect	Remaining Governing Board members
Midyear Meeting Washington, D.C.	President President–Elect	Remaining Governing Board members
Regional Meeting (Bi-Annually)	President President–Elect	Remaining Governing Board members
Leadership Academy Chicago, IL	President-Elect	
NYSAR Fall Business Meeting Turning Stone Resort & Casino	President President–Elect	Remaining Governing Board members
NY State Network Board of Governors Local Network Training	Incoming: President President–Elect Governing Board Members	
National Conference	Incoming: President President–Elect	Incoming: Remaining Governing Board members



Travel Information and Agreement Form

Must be turned into Treasurer upon accepting Governing Board Position.

Name: _____

Address: _____

Date of Birth: _____ NRDS # _____

Telephone: Home _____ Cell _____

Email: _____

Company: _____

Address: _____

Telephone: _____

Emergency Contract:

Name _____ Relationship _____

Telephone _____ Accepts texts? _____

I, _____ agree to have the Women's Council Treasurer purchase advance airline tickets for me for the following trip. If after Women's Council has made payment for the tickets and I cancel, then I agree to repay Women's Council for the cost of the airline ticket.

Travel to _____

Date(s) _____

Signature: _____ Date: _____



Travel Expense Reimbursement Form

Name: _____

Telephone: _____ Email: _____

Company: _____

Reason for Travel: _____

Dates of Travel: _____

Please attach original receipts to this form.

Date	Expense Description	Amount	Total
		Total Amount:	

Traveler Signature: _____ Date: _____

Date Received by Treasurer: _____

Date Received by Treasurer for Processing _____