



**GREATER
CHATTANOOGA
REALTORS®**

Travel Policies, Procedures & Guidelines

PURPOSE

This document outlines the expense policies and procedures for Members and Staff traveling and entertaining on behalf of the Greater Chattanooga REALTORS® and is designed to:

- Insure that persons traveling on behalf of Greater Chattanooga REALTORS® are authorized to do so and reimbursed on a fair and equitable basis.
- Insure compliance with minimum Internal Revenue Service (IRS) requirements.
- Avoid undue record keeping and reimbursement delays.

POLICY

All business travel and entertainment expenses are to be within established guidelines and reimbursed with proper documentation. Members and Staff traveling on behalf of Greater Chattanooga REALTORS® are the stewards of the Association's assets and resources and are expected to spend Association money as carefully and judiciously as they would their own.

Greater Chattanooga REALTORS® recognizes that individuals who travel to represent Association business must forego their living accommodations and may forfeit personal time. Accordingly, Greater Chattanooga REALTORS® will make efforts to provide comfortable and secure accommodations for lodging, meals, and travel. However, these items are not intended to be prerequisites, and Greater Chattanooga REALTORS® reserves the right to deny reimbursement of any expenses that are considered inappropriate.

Additionally, reimbursements are provided in the spirit that Members and Staff are making a complete effort to fulfill their duties as representative of Greater Chattanooga REALTORS®, participate in meetings, follow the direction of leadership, represent their profession and locality, and bring back new ideas to the Association.

As based on the approved budget, before each conference/convention, the President and CEO will determine and communicate to all attendees eligible for reimbursement the specific attendance requirements (i.e., committee meetings, Board meetings,) on which the reimbursement is contingent.

Each person attending meetings or traveling on behalf of Greater Chattanooga REALTORS® should be "expense control minded."

This policy is intended as a guide for the recording of and accounting for legitimate expenses reimbursed by Greater Chattanooga REALTORS®. As with all policies, situations may occur that are

not covered in this policy. The individual is expected to use prudent judgment when these situations occur and to seek approval either before the expenditure or as soon as possible, in order to avoid a situation where a reimbursement might be denied.

EXPENSE REIMBURSEMENT GUIDELINES

Reimbursement amounts are determined by the Travel Budget, which is developed annually as part of the budgeting process.

Airfare: Greater Chattanooga REALTORS®'s goal is to get the individual to his/her destination in an expedient manner and for individuals to make airline reservations based on the following criteria:

- Cost: Individuals will be reimbursed for up to coach class unless extenuating circumstances apply. Upgrades will be considered a personal expense.
- Attendee traveling by personal auto shall be reimbursed for actual mileage to the meeting, not to exceed the cost of the lowest available commercial coach round-trip airfare, whichever is less.
- Any payments made by the Association for airline reservations, penalty fees, meeting registrations, and room shall be refunded to the Association by the attendee unless a valid excuse is presented for not attending. Valid excuse shall be death or serious illness of attendee or immediate family member. If a refundable ticket is issued and canceled, attendee shall be responsible for cancellation fee without same valid excuse.

Arrangements: Unless otherwise directed, all meeting registrations, hotel and travel will be arranged by the individual. At times, the CEO may offer to make some aspects of the reservations to ensure all those scheduled to travel to a given meeting are accommodated in the same hotel. Except in extreme circumstances, Greater Chattanooga REALTORS® is not responsible and will not reimburse for charges incurred by the individual to alter the original travel plans, including but not limited to persons who cancel part or all of the travel.

Entertainment: Individuals may not "entertain" others without prior approval of the CEO. However, if several individuals traveling on behalf of Greater Chattanooga REALTORS® are having dinner together, it is acceptable for one person to pay for the entire group. Obviously, all of the individuals are qualified for reimbursement expenses in this situation. The individual paying the total bill should detail (under the comments section of the Expense Report) the total amount and list those individuals participating in the meal on the reverse side of the expense report.

Gratuities/Tips: Tips up to 20% are reimbursable expenses given to individuals for service related to business travel. Reasonable discretion should be used when tipping. Tips of more than 20% must be explained on the expense report.

Lodging: Individuals will make lodging arrangements based on the following criteria:

- Value, convenience, and safety.
- Single occupancy.
- Whenever possible, individuals should make lodging arrangements at the hotel specified by the meeting planner for the specific out-of-town meeting.

- The hotel should be a moderately priced, full or limited service hotel.
- Individuals will be reimbursed for lodging based on the following criteria:
 - On the expense reimbursement request, the individual should show only room charges and taxes in the Lodging column. All other charges on the hotel bill should be broken down by category as reflected on the expense report.
 - Personal expenses (i.e., toiletries, magazines, hairdresser, barbershop, health club expenses, in-room movies, mini-bar) charged to the hotel bill must be indicated as personal on the hotel bill and deducted from the overall reimbursable expenses.
 - Individuals, who are accompanied by an individual(s) not reimbursed by Greater Chattanooga REALTORS® and require separate or upgraded accommodations, will be responsible for payment of any lodging in excess of the cost of such accommodations.

Meals: Food and beverage costs are reimbursable expenses when related to an overnight travel itinerary. Greater Chattanooga REALTORS® also considers meal expenses acceptable for one-day turnaround trips (i.e., leaving early in the morning and returning the same night).

Individuals generally will be responsible for obtaining their own meals while traveling. If an individual is accompanied by a guest, who is not travelling on behalf of Greater Chattanooga REALTORS®, the guest will be responsible for payment of the cost of his/her meal.

The actual cost should be reflected on the expense report and include an itemized receipt (when available). Meal cost will vary depending on the city and the hotel, as reflected in the Travel Reimbursement Schedule. However, individuals should aim to maintain an average total meal cost of no more than one hundred and seventy-five dollars (\$175) per day.

Often, continental breakfast or other meals are included as part of conference registration. Thus, individuals should be mindful of that option and avoid additional expenses for meals that already are provided.

Miscellaneous Expenses: Miscellaneous expenses may be reimbursable and must be detailed in the comment section of the expense report. Miscellaneous expenses include emergency office supplies, hotel valet, etc. Normally the traveler is responsible for all cleaning/laundry, except when the trip is longer than seven (7) days or in the case of unusual circumstances.

Non-Reimbursable Expenses: Some expenses are not considered valid business expenses by Greater Chattanooga REALTORS® yet may be incurred for the convenience of the traveling individual. These expenses are considered personal in nature and, therefore, are not reimbursable. While not all-inclusive, the following can be used as a guide as to items which are not reimbursable by Greater Chattanooga REALTORS®.

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| <ul style="list-style-type: none"> • Airline Club Membership Dues • Barbers and Hairdressers • Shoe shine or dry-cleaning (except for travel extended beyond seven (7) days) | <ul style="list-style-type: none"> • Personal car washes • Clothing • Theft or loss of personal property • Doctor bills, prescriptions, or other medical services |
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- Credit card fees, other than one card utilized for GCAR business
- Credit card finance charges
- Health club memberships
- Babysitter or pet care fees
- Commuting costs
- Fitness center fees
- Gum, candy, snacks, cocktails (unless for business purposes), or tobacco products
- Movies, including in-room hotel movies
- Magazines, books, newspapers, subscriptions (unless business related)
- "No show" charges for hotel/car service (unless pre-approved)
- Optional travel or baggage insurance
- Parking or traffic tickets
- Personal entertainment, telegrams, postage costs
- Souvenirs or personal gifts
- Repairs due to accidents
- Routine car maintenance
- Saunas or massages
- Taxi or travel expenses for personal time while on a business trip, including shopping, museums, or other non-business purposes.
- Expenses related to vacation or personal days while on a business trip
- Mini-bar
- Domestic airline or hotel upgrades

Receipts: All credit card expenditures must have an original itemized receipt and a copy of the signed credit card charge ticket for all. All cash purchases should have an original receipt, with the exception of tips.

Reimbursement from more than one entity: Any member traveling on behalf of Greater Chattanooga REALTORS® and another entity (i.e., state or national association) shall not be reimbursed by Greater Chattanooga REALTORS® for any expenses reimbursed by the other entity.

Spouse/Family Member/Guest: Travel expenses for a spouse, family member or guest will not be paid by Greater Chattanooga REALTORS®, unless approved in advance by the CEO.

Transportation:

Cab Expenses: For the purposes of this policy "cab" also includes app rides (i.e., Uber and Lyft). Greater Chattanooga REALTORS® will reimburse cab expenses associated with Association business. Greater Chattanooga REALTORS® travelers going to and from the airport are required to use the least expensive form of transportation, except in unusual circumstances. For example, two or three travelers may find it less expensive to take a cab together from the airport than to take a bus. Travelers with large numbers of bags/boxes, etc. may find it less expensive or more convenient to use the cab than an airport shuttle.

Car Rentals, Parking & Tolls: Car rental associated with Greater Chattanooga REALTORS® business is a reimbursable expense based on the following criteria:

- The rental, gas and parking cost is less than the cost of travel by cab or other less expensive forms of transportation.
- Advance arrangements are made by the individual prior to arriving at the destination.
- Vehicle selection should be based upon the most cost-effective class that satisfies the

- requirements for the related business travel.
- Greater Chattanooga REALTORS® will not reimburse for the car if it is for personal use. When car rental is combined with Greater Chattanooga REALTORS® and personal use, the pro-rated cost for personal use must be indicated on the expense report form and deducted from the total reimbursable expenses on the report form.
 - Supplemental auto insurance coverage offered by car rental agencies is to be declined if the individual's personal insurance will cover rental cars. Otherwise, the acceptance of this coverage would be reimbursable to the Director.

Parking and tolls are reimbursable expenses. Greater Chattanooga REALTORS® encourages individuals to select the least expensive method of travel to and from the airport. For example, even though cab fares may be high, the high cost of parking plus mileage reimbursement while on long trips may more than offset the cost of cab fares.

Mileage & Personal Car Allowance: Mileage will be paid at the current rate allowed by the IRS and may include mileage related to out-of-town trips and travel to and from the airport. Mileage reimbursement is determined by "from" and "to" destination, the number of miles multiplied by the current allowable rate as determined by the IRS. For the current allowable rate, go to www.gcar.net/travel. Greater Chattanooga REALTORS® assumes no responsibility for personal automobiles used for business. Further, any parking or speeding violation is the sole responsibility of the individual.

Violations: A clear, well-documented and organized expense reporting policy is of vital importance to Greater Chattanooga REALTORS®. Every Member and Staff should be familiar with all aspects of the current expense policies. Any questions can be directed to the CEO. Staff members who violate or abuse these policies and standards will be disciplined, which can ultimately lead to termination of employment.

REIMBURSEMENT PROCESS

Expenditures are reimbursed and accounted for via the Expense Report form, which is available on www.gcar.net/travel. Reimbursement requests should be submitted within one (1) week of the return from a business trip or incurrence of the expense(s).

Expense reports must be completed and totaled in all respects, using the appropriate headings and entering line items on a daily basis. Receipts for items charged must be attached to the expense report. Any questions regarding completion of the report should be directed to the CEO (or his/her designee).

All meals must be substantiated by an itemized establishment receipt (when available) and attached to the Expense Report. Meal cost budgets will vary depending upon the city and the hotel as reflected in the Greater Chattanooga REALTORS® Travel reimbursement schedule.

Upon completion, the Expense Report, along with all attachments, should be submitted to the CEO (or his/her designee) for approval, processing, and reimbursement. To expedite reimbursement,

the individual should ensure that the report is completed properly, the required documentation is attached, and any unusual items are properly explained and documented. After a properly completed report is submitted, reimbursement will normally be made within ten (10) days. Reimbursements are mailed via USPS; however, individuals may request at the time of submission to pick up the reimbursement check in person from the Association office or for the reimbursement to be paid via direct deposit.

REIMBURSEMENT SCHEDULE

LIMITATIONS ON REIMBURSEMENT: Individuals are limited to reimbursement per the pre-determined amount detailed in the annual travel budget. Said limitation will be defined as either one hundred percent (100%) of business-related expenses OR a set amount per trip.

When the annual budget provides for 100% reimbursement for business-related travel, said budget will define which Members and Staff are approved for travel.

When a per person limitation is determined with the annual budget, said limitations are two-fold in nature. First, a limitation amount is placed on the fixed costs of the trip (i.e. mileage expense, airfare, airport taxi costs and registration fees). Second, a limitation amount is placed on the variable expenses per day (i.e., lodging, meals, daily taxi, and other travel expenses). These two limitations on reimbursements are totaled to create the total maximum reimbursement for the trip. (OR if it is determined that a trip is reimbursed at 100%, this allows the budgeting process to anticipate the needs for that line in a given year based on number of persons traveling, location of meeting, etc.)

FOR EXAMPLE, the budget for a trip may be set as follows:

- Airfare -\$10 fixed
- Mileage & Airport Taxi -\$5 fixed
- Lodging -\$15 per day
- Meals -\$5 per day
- Taxi & Other -\$1 per day

In this example, the fixed limitation would be set at \$15 including airfare mileage & airport taxi and registration. The variable limitation would be set at \$21 per day. If an individual stayed three (3) nights, the maximum reimbursement would be \$78 (\$15 + \$21 x 3 nights). An additional day of meals, taxi & other expenses may be added to the maximum limitation if the individual's arrival time was early in the day or departure time was late in the day.

The calculation of the maximum reimbursement will be adjusted as necessary by the CEO on an individual basis. Individuals will be encouraged to complete their expense report in full as certain expenses not covered by Greater Chattanooga REALTORS® may be deductible as personal business expenses.

State Committee Meetings: Greater Chattanooga REALTORS® encourages members to be involved at the state level and will reimburse for mileage at the current IRS mileage rate.