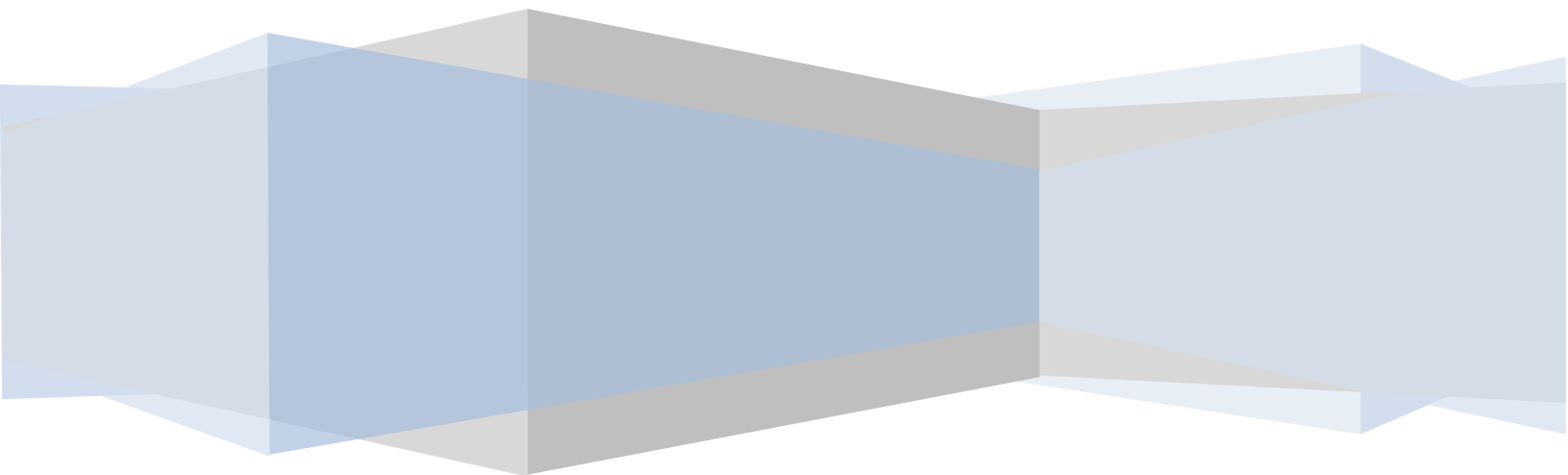




**REALTOR®**

***New Canaan Board of Realtors***  
**Employee Travel Policy and Procedures**



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## **1 Purpose**

**This document provides guidelines for the reimbursement of "reasonable" travel expenses incurred by *New Canaan Board of Realtors* employees for bona fide Association-related travel.**

The term "reasonable" indicates that the Association recognizes an individual's normal needs and will reimburse such expenses in line with costs in that geographic area and the nature of the employee's assignment and responsibility. Every employee is expected to exercise prudence and due care in the expenditure of Association funds. Any questions regarding the appropriateness of an expense item should be discussed with the President of the BOD prior to incurring the expense. The President is responsible for educating and guiding employees in their understanding of the travel policies of the *New Canaan Board of Realtors*. Any exceptions to the following travel policies will be communicated to the BOD for their follow-up.

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## **2 General Guidelines**

**The following section provides general guidelines for employees traveling on behalf of the Association for deadlines and dollar limits, expense reports, receipts, employee credit cards and ATM advances.**

### **2.1 Deadlines and Dollar Limits**

Expenses reports are due within 30 calendar days of a business trip or activity. Receipts are required for all expenditures equal to or greater than \$50. Receipts for all air travel and lodging are required regardless of amount.

Guest entertainment defined as activities paid by employees on the behalf of others in the advancement of *New Canaan Board of Realtors'* business goals and concerns are subject to an \$85 per person limit.

### **2.2 Expense Reports**

Employees must maintain records of all expenses and report them within 30 calendar days of the business trip or activity.

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### **2.3 Receipts**

In accordance with IRS regulations, receipts are required for all expenditures equal to or greater than \$50 and all receipts must be submitted with expense report regardless of the amount for lodging. Receipts are required for all air travel and car rentals, regardless of amount..

### **2.4 Employee Credit Cards**

Employees that travel on association business are issued corporate credit cards which must be used for all business travel and entertainment expenses (including air/rail transportation, hotels, car rentals, restaurants, etc.). No personal expenses should be charged to the corporate card.

The employee will be the sole person to use the card, and will not give the card to anyone. The employee will also follow all corporate card vendor policies and travel procedures when using the card for cash advances. Any fraudulent or unauthorized use will result disciplinary action up to and including termination of employment.

If the card is lost or stolen, the employee will notify corporate card vendor and Finance immediately within 24 hours.

The employee will return the corporate card immediately upon request or upon termination of employment from the *New Canaan Board of Realtors*. Settlement of all employee reimbursements will be solely the responsibility of the employee. Furthermore, the employee is responsible for remitting final payments to the corporate card vendor.

### **2.5 ATM Advances**

If necessary, employees can use the corporate card to obtain cash advances to be used for travel expenses. The corporate vendor provides a 24-hour 800 number to call for locations.

The corporate card cannot be used for personal cash advances. All advances taken and shown on the statement must be accounted for on the expense report as expenses (e.g. Tips, Taxis, Meals, etc.).

Employees will be limited to a \$200 withdrawal per 24 hour period and a \$500 cumulative total per week (7 days).

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### **3 Reimbursable Expenses**

**This section details the list of employee travel reimbursable expenses permitted by the *New Canaan Board of Realtors*.**

*New Canaan Board of Realtors* qualifies the following expenses as reimbursable for members traveling on behalf of the Association:

- Airline/Rail Transportation
- Car Rental
- Use of Personal Cars-Mileage and Parking
- Taxis/Public Transportation
- Lodging
- Meals& Incidentals
- Guest Entertainment
- Tips
- Telephone/Fax
- Hotel Internet Connection Fees
- Other Expenses

#### **3.1 Airline/Rail Transportation**

**Note that employees should not use their corporate or personal credit cards (or any other method of payment) to pay for other employee or member airfare/rail transportation costs.** Employees are allowed to make arrangements directly with carriers in person or via phone on online websites.

**Employees must purchase seating in the Economy or Coach class of fares. Additional costs for premium class seating (ex. - first class, business class, economy plus, etc.) are not reimbursable. Tickets should be purchased as early as possible to take advantage of the lowest costs.**

- 1) **Seat assignment fees within the Economy or Coach classes are reimbursable.** However, convenience charges such as fees for extra leg room, priority check-in and express security clearance fees, etc. are **not** reimbursable.
- 2) Checked and carry-on baggage fees (up to a total of 2 checked bags per trip) are reimbursable. However, overweight baggage fees are **not** reimbursable. .

Non-refundable tickets should be the first choice. The cost can be 40-50% lower than a refundable ticket. The majority of non-refundable tickets can be changed for a \$75 - \$100 fee which is still a savings on purchasing a refundable ticket. Restrictions on tickets should be carefully reviewed. If an employee purchases a non-refundable ticket and is unable to

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use it, he/she should contact the airline to determine if the ticket can be used for a future trip. The tickets are usually good for one year from the purchase date and can be used towards the purchase of a new ticket as long as the trip is on the same airline and in the same person's name.

Benefits from airline promotions, such as free tickets for frequent fliers, merchandise, etc. that accrue as a result of *New Canaan Board of Realtors* paid travel belong to *New Canaan Board of Realtors* and must be used for *New Canaan Board of Realtors* related business. Benefits as a result of voluntary bumping may be retained by the employee. An employee will not be reimbursed for business use of frequent flyer miles or vouchers, vouchers for bumping, discount coupons or other instruments of value. Such discount instruments, if earned as a result of personally paid travel, should be used for subsequent personal travel.

Airline and rail transportation receipts must be submitted regardless of the expense amount. Refer to Section 2.3-Receipts.

### **3.2 Car Rental**

Rental cars will not be reimbursed by the Association during the annual meetings, unless authorized for official Association business.

Only compact or intermediate size cars are authorized. There may be circumstances which would permit a full size car rental, such as use by three or more people with luggage, special equipment, etc. In these cases, an explanation is required in the online expense report.

Car rentals must be charged to the employee's corporate card. Any accident involving a rental car used on official Association business needs to be reported by next the business day for insurance coverage purposes.

Car rental receipts must be submitted regardless of expense amount. Refer to Section 2.3-Receipts. Rental cars are reimbursable only when other methods of transportation are not obtainable. Staff executives must be consulted if a member needs to rent a car. If it is necessary to rent a car, the collision damage waiver must be purchased. This is to ensure that the member will not be liable for out-of-pocket expenses should an accident occur.

### **3.3 Use of Personal Vehicle-Mileage/ Parking**

Mileage reimbursement is equal to the number of business miles driven multiplied by the IRS approved mileage rate of \$0.56 (as of 1/1/2014).

Personal cars must meet local registration and insurance requirements to be used for Association business. Gas used in a personal car is not reimbursed because the IRS

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includes this expense in the mileage reimbursement calculation. There is no reimbursement for normal, everyday, commuting costs to and from the employee's office location. Actual costs of parking and tolls for approved business trips are reimbursable. Traffic fines and parking violations are not reimbursable.

When choosing transportation to and from the airport, consider the cost of airport parking. When traveling for an extended period, driving to and parking at the airport may be more expensive than taking a taxi, bus or airport limousine.

### **3.4 Taxis/Public Transportation**

Business related local transportation costs are reimbursable (ex. taxi, bus or local rail service) including limo/taxi costs to and from the airport.

When choosing a form of local transportation, consider the cost of such transportation and its impact on programs travel line item. (i.e., taxi service to and from the airport may be less expensive than an airport limousine, or vice versa.)

Receipts are required for all expenditures equal to or greater than \$75.00. Refer to Section 2.3-Receipts.



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### **3.5 Lodging**

Hotel charges must be paid for with corporate card. Arrangements can be made using a travel agent, through the hotel itself, or online. Note that for many seminars and conferences, the sponsoring organization often negotiates special rates for hotels.

If your trip is canceled or your arrival date changes, please be sure to notify the hotel to cancel/change the reservation or the hotel will bill your Corporate card for a "No-Show" reservation. If this happens, the No Show charge will appear on your corporate card and this amount on your expense report will be charged to your program's travel account number.

Hotel receipts which include line item expenditures and proof of payment must be submitted regardless of total amount. Refer to Section 2.3-Receipts.

### **3.6 Meals and Incidentals**

The Association reimburses traveling employees for the reasonable cost of food, refreshments and incidentals. Costs of meals vary dependent on the geographic area and the employee is expected to use prudence.

The corporate card should be used for all meal expenditures. Tips for meals should be included in the total cost of a meal.

When paying for meals with others, the costs should be reported in the Guest Entertainment expense field. Refer to Section 3.7-Guest Entertainment.

The employee must track and report actual expenses incurred in order to be reimbursed. Receipts are required for all expenditures equal to or greater than \$50. Refer to Section 2.3-Receipts.

### **3.7 Guest Entertainment**

Guest entertainment is defined as those activities paid by *New Canaan Board of Realtors* employees, on the behalf of others, in the advancement of *New Canaan Board of Realtors* business goals and concerns. Actual costs for these expenses are reimbursable. Per the IRS, the expense report MUST include the names of the guests and the business purpose. In addition, the Association has an \$85 per person limit.

### **3.8 Tips**

Reasonable tips for regular business meetings and annual meetings are reimbursable.

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Note that tips are reported as part of the taxi or airport limousine fare and as part of meals on expense reports.

### **3.9 Telephone/Fax and Mobile Connectivity**

All business calls are reimbursable except air-to-ground (air phone) calls. Where possible, employees should use his/her cellular phone to make personal phones calls while travelling on business so as to not incur additional surcharges (ex. hotel fees).

### **3.10 Hotel Internet Connection Fees**

While traveling on company business, *New Canaan Board of Realtors* will reimburse reasonable hotel/mobile internet connection costs.

### **3.11 Other Expenses**

Gifts/Gift Certificates - Gifts/Gift Certificates to *New Canaan Board of Realtors* members, employees and vendors are reimbursable, provided that a list of those individuals benefiting from the expense and a recognized business purpose is listed on the online expense report. Reimbursable expenses, in the form of, Gifts/Gift Certificates given to employees by employees are considered compensatory income (taxable) if over a certain dollar amount as determined by the Comptroller.

Professional Fees - *New Canaan Board of Realtors* reimburses employees for the cost of those annual fees associated with maintaining good standing in the professional organizations of their chosen profession in furtherance of Association goals and objectives.

Always include accurate descriptions and receipts for items that fall in this category, as these items are given the most scrutiny by auditors, managing staff, and expense reporting team in the course of determining compensatory income for employees.

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## **4 Non-Reimbursable Expenses**

**This section provides a description of common travel expenses which are not considered reimbursable by the *New Canaan Board of Realtors*.**

The following expenses are considered non-reimbursable for employees traveling on behalf of the Association:

- Personal entertainment (ex. in-room movies, airline headphones, books, magazines, etc.)
- Barber or beautician services
- Clothing
- Business use of frequent flyer miles and other discount instruments
- Airline & other club dues to employees below the level of Vice President
- Cost of premium airline/rail seating (ex.-first class, business class, economy plus, etc.) – however, note that fees for seat assignments within coach or economy classes are reimbursable
- Overweight baggage fees
- Air-to-ground (air phone) charges
- Service fees related to traveler convenience - examples include costs for additional legroom, additional earning of miles, or express security clearance – also includes **fees to fly standby** (unless there is a valid business reason for the flight change, subject to supervisor approval)
- Gas for personal vehicles (already covered by IRS mileage reimbursement rate)
- Traffic fines or parking violations
- Family travel- (transportation, lodging and meal costs incurred when a spouse or other family member accompanies an employee on a business trip)

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## **5 Addendum**

### **Convention Travel**

If staff travel for the major meetings (Mid-Year, AEI, and Annual Convention) is covered by the Convention Division, Convention will email its' specific policies before the meetings. This information should be reviewed by the employee prior to travel or before the completion of expense reports in order to determine what is covered by Convention and what will be charged to the employee's department. For example, the Convention division does not cover guest entertainment.

### **Mobile Connectivity**

#### **In order to receive timely reimbursements:**

- Mobile connectivity expenses must be reported and approved by the CFO.