

# TRAVEL REIMBURSEMENT

[6/09]

PPAR officers, directors, consultants, staff and CAR Directors will be reimbursed for actual expenses incurred while attending authorized meetings. The following restrictions apply:

- As allotted by the IRS; actual direct mileage.
- Economy class, pre-booked, most economical airfare hotel or most economical of the alternative function hotels or equivalent.
- Actual expenses not to exceed \$80 for meals per day. Receipts are required. When meals are provided as a part of the registration fee, payment for alternative meals is not authorized. The only reimbursement for alcoholic beverages allowed is one alcoholic beverage just prior to, during or after dinner.
- Miscellaneous expenses, such as tips, taxis, and parking fees must be substantiated by receipts when they exceed \$30.00.
- Most other expenses are not reimbursable unless they are for events that are scheduled as a part of the function attended.
- Receipts are required for all other expenses not mentioned above.
- The attached expense report must be completed for reimbursement.
- For any approved spouse travel, a separate expense report is required.
- An IRS Form 1099 will be issued at year end.

CAR Directors must meet the following additional criteria:

- Must be an active member of at least one CAR committee
- Must submit a written report.
- Must inform PPAR of important issues.

[6/93]

The immediate Past Chairman of the Board's expenses to be paid for the CAR Convention that immediately follows tenure as PPAR Chair.

While personal funds or credit cards are required, reimbursement will be made as soon as possible. If necessary, a maximum cash advance of \$100 per full day of travel may be provided.

[11/99]

Spouse travel and convention costs are included in the annual budget for the NAR Director for annual NAR convention and annual and summer CAR convention