

NSBAR Travel Policy

(rev. 02/23/23)

BOARD:

NAR (May Legislative Meetings; NAR Annual):

Expected In-Person Attendees

CEO

President

President-Elect

Optional In-Person Attendees

Secretary-Treasurer

Virtual Attendees

Immediate Past President

Directors

IR (January Winter Meetings; ROTY/Capitol Conference; September Fall Meetings):

Expected In-Person Attendees

CEO

President

President-Elect

Secretary-Treasurer

For ROTY: ROTY and Guest

Optional In-Person Attendees

Immediate Past President

Directors

*** NAR Meetings – President, President-Elect, and Secretary-Treasurer – round trip coach airfare, hotel, and registration expense is covered by NSBAR. All other expenses, up to \$100 per day, with a maximum of up to six days, are covered by NSBAR. NAR Directors – any round-trip coach airfare, hotel, and registration cost not covered by IR will be reimbursed by NSBAR up to a maximum of \$500.**

***IR Meetings –**

- For expected in-person attendees – travel and hotel expense are covered by NSBAR. All other expenses, up to \$100 per day, with a maximum of three days, are covered by NSBAR.

- All other NSBAR primary members who are either NSBAR or IR committee members – travel and hotel expense for trips over 100 miles one-way are covered by NSBAR.

*** Any Board member who attends a NAR conference virtually that has a registration cost shall be reimbursed for said cost.**

*** Any Board member who attends a NAR conference at their own expense (as she or he is not fully paid for by NSBAR, IR or NAR) will be reimbursed for what would have been the virtual registration cost if they had attended virtually and not in-person.**

*** For NAR Washington and NAR Annual, any NSBAR Primary Members serving on NAR Committees but not as Chair or Vice-Chair, or not serving as a NSBAR NAR Director, shall have their registration, round trip coach airfare, and up to three nights of hotel paid for by NSBAR.**

*** The NSBAR GPIC Chair shall travel to the NAR Washington meetings. NSBAR will cover round trip coach airfare and hotel expense. All other expenses, up to \$100 per day, with a maximum of up to three days, are covered by NSBAR. Additional days may be authorized by the CEO.**

***All reimbursable expenses, including documentation/receipts, must be submitted to Rachael Grzyb within three business days of the completion of each trip.**