

**NSBAR Travel Policy**

(rev. 01/12/22)

**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 is 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.**

**\* For FY2022, Chris Stephens and Brad Andersen shall be included for travel as they both missed traveling to meetings during their terms as President, pursuant to the guidelines expressed above.**

**\* 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 expense, including documentation/receipts, shall be submitted to Rachael Grzyb within thirty days of the completion of each trip or will not be eligible for reimbursement.**