

# 2016 Florida Realtors® Accountable Plan – Member

## Travel allowance policies, procedures and guidelines

### Requirements for completion to receive travel reimbursement:

- Date
- Original receipts
- Signature
- Departure and arrival locations
- Purpose and details of trip in the section provided
- Submission of reimbursement within 60 days from date of travel

**Original Receipts** - All cash and credit expenditures greater than \$35.00 must be verified with original receipts attached to the expense form unless IRS per diem is used.

Photocopies and faxed receipts will not be accepted, however scanning receipts and sending via email is acceptable.

In the event of a lost receipt, team members have the option of submitting a separate explanation for expenditures. These occurrences will be monitored so that the policy will not be abused. Expenditures submitted for reimbursement which are outside the current reimbursement policies will be adjusted and an explanation provided.

The Association may deduct expenses that are deemed beyond industry standards for a reasonable business expense.

**Turnaround time for reimbursements** – Processing reimbursements is typically 10 to 14 business days from the date of receipt by the Association, given there are no additional research requirements.

**\*\*\*Airfare – IRS required:** Reimbursed only with original receipt issued **by the Airline** at coach class rate with name and date of travel listed on receipt – **Electronic ticket purchasers have two options: (1) Request a receipt from the Airline at check in or (2) Submit any form of electronic ticket or itinerary that includes information showing that a credit card was charged, along with substantiation that the travel did occur.** Frequent flyer miles may be used but must be accompanied by letter from airline or travel agency stating cost of flight if it had been booked at least 30 days before travel.

**Lodging** – actual cost of room plus tax (single room rate) at host hotel or reasonable rate for the area.

Overnight lodging is not paid when the meeting starts at or after 10 a.m. and adjourns by 4 p.m. As a matter of personal convenience, the Association will reimburse lodging costs if travel time exceeds 3 hours one way or commercial travel will not accommodate a 10 a.m. meeting. *Original hotel bill must be submitted for reimbursement.*

**Meals** – guidelines are as follows. Only one method can be used for the entire trip. (Florida Realtors® daily allowance **OR** IRS per diem)

- **Florida Realtors® maximum daily allowance \$130** for *Member meals only* (including meal tip up to 20%). Individual meal allowance is as follows: **Breakfast: \$45.00 Lunch: \$50.00 Dinner: \$95.00**
- **Per Diem, IRS allowance (no receipts required)**  
\$46.00 total per day, plus incidentals (incidentals include all of day's tips)  
*per diem rates will be adjusted depending on location and time of travel (first & last day 75% of per diem allowed)*

**Parking, tolls, valet parking** – actual cost

**Personal auto mileage reimbursement** – A mileage log is available if multiple trips are reported on the same form. Owner of vehicle used is to be reimbursed at the per mile rate of 54 cents (*IRS allowable rate*) for actual mileage traveled, which must be indicated. Clearly indicate departure and arrival locations.

**Rental Car & Gasoline Usage** – actual costs of rental car including insurance coverage options exercised plus gasoline costs incurred with rental car usage during the rental period. Luxury or SUV rentals are not an allowable expense unless a detailed explanation is provided in the *purpose and details* section. Mileage can not be claimed along with car rental expenditures.

**Taxi, airport limo, bus** – actual cost plus tips up to 20% plus up to \$2 per bag for unusual number of bags

**Telephone** – all association related business calls are reimbursable

**Tippling** – allowances are as follows:

- room service – up to 20% (only if it is not automatically added to the bill)
- room maid - \$2.00 per day per room
- bellhop/porter – up to \$2.00 per bag
- skycap – up to \$2.00 per bag

**Other** – Association related business activities that do not fall under specific expense categories listed on the form such as meeting & event registrations, postage, photocopies, etc. Reason for the expense must be noted in the *purpose and details* section.

### Non-reimbursable expenditures

The following expenses are not normally reimbursed:

- Telephone calls not related to Association Business
- Personal entertainment (in-room movies, health club fees)
- Babysitting fees
- Purchase of books or magazines
- Barber or beautician fees
- In-room servibars
- Laundry
- Personal attire
- Kennel fees