



## **2021 EXECUTIVE COMMITTEE EXPENSE REIMBURSEMENT**

(See Arizona REALTORS® Bylaws, Policies & Official Statements – Policies C.1 – C.5)

### **EXECUTIVE COMMITTEE MEETINGS (2021 ExCom Members)**

- Roundtrip Mileage at .56 cents/mile – more than fifty (50) miles one way

### **ARIZONA REALTOR® CONVENTION (2021 ExCom Members)**

- The association will reserve your room and pay actual room and tax for 3 nights
- Daily expense\* of \$50/day for 4 days
- Registration complimentary (member only)
- Ticketed functions at which your attendance is required are complimentary
- Roundtrip Mileage at .56 cents/mile – more than fifty (50) miles one way

### **LEADERSHIP CONFERENCE (2021 ExCom Members)**

- The association will reserve your room and pay actual room and tax for 2 nights
- Daily expense\* of \$50/day for 3 days
- Registration complimentary (member only)
- Ticketed functions at which your attendance is required are complimentary
- Roundtrip Mileage at .56 cents/mile – more than fifty (50) miles one way

### **ARIZONA REALTORS® PLANNING SESSION (2022 Executive Committee Members)**

- The association will reserve your room and pay actual room and tax for 1 night
- Roundtrip Mileage at .56 cents/mile – more than fifty (50) miles one way

### **IN-STATE TRAVEL TO LOCAL ASSOCIATIONS (LINE OFFICERS & RVPS)**

#### **\*Prior authorization requested**

- Actual room and tax
- Actual expense (meals) up to \$100/day
- Roundtrip Mileage at .56 cents/mile – more than fifty (50) miles one way

### **REGION 11 CONFERENCE (LINE OFFICERS & IMMEDIATE PAST PRESIDENT ONLY)**

- Actual room and tax of up to \$280/night for 2 nights
- Daily expense\* \$150.00/day for 3 days
- Registration
- Actual Airfare (coach) up to \$250

**REALTORS® LEGISLATIVE MEETINGS - WASHINGTON, D.C. (LINE OFFICERS & IMMEDIATE PAST PRESIDENT ONLY)**

- Actual room and tax of up to \$320/night for 7 nights
- Daily expense\* of \$200.00/day for 8 days
- Registration
- Actual Airfare (coach) up to \$600

**NAR CONFERENCE & EXPO – SAN DIEGO, CA (LINE OFFICERS & IMMEDIATE PAST PRESIDENT ONLY)**

- Actual room and tax of up to \$275/night for 6 nights
- Daily expense\* of \$150.00/day for 6 days
- Registration
- Actual Airfare (coach) up to \$275

**\*Daily expense covers: food, taxi, tips, etc.**

## Arizona REALTORS® Receipt Tracking Spreadsheet

NAME: \_\_\_\_\_

|                         |
|-------------------------|
| DATE RECEIPTS RECEIVED: |
|-------------------------|

EVENT: \_\_\_\_\_

|     | <u>Date of Transaction</u> | <u>Vendor/Payee Name</u> | <u>Transaction Total (\$)</u> | <u>Notes/Description</u>     |
|-----|----------------------------|--------------------------|-------------------------------|------------------------------|
| Ex. | 1/7/2015                   | 123 Taxi Cabs            | \$32.00                       | Taxi ride from Hotel to EXPO |

|    |  |  |  |  |
|----|--|--|--|--|
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| 13 |  |  |  |  |
| 14 |  |  |  |  |
| 15 |  |  |  |  |
| 16 |  |  |  |  |

**Tips & Non Receipted Expenses**

|                     |  |  |               |                      |
|---------------------|--|--|---------------|----------------------|
|                     |  |  |               |                      |
|                     |  |  |               |                      |
|                     |  |  |               |                      |
| <b>GRAND TOTAL:</b> |  |  | <b>\$0.00</b> | <b>Submitted By:</b> |

*\*You must provide receipts for the amount being requested or the IRS requires you to be issued a 1099 by the association at the end of the year. This includes submitting receipts for issued per diem checks. Any balance that remains unaccounted for with receipts will be reportable on a 1099 as well.\**

*\*\*Please note that the IRS requires the association to have a completed W-9 on file for you in order to reimburse you **as an individual or as a corporation** . No reimbursement check will be issued without a completed W-9. If you need a copy of a W-9, please call the CEO and one will be provided.\*\**

**RETURN TO THE ATTENTION OF:**

**Michelle Lind**  
Arizona REALTORS®  
255 East Osborn Road, Suite 200  
Phoenix, AZ 85012

**E-MAIL: michellelind@aaronline.com**

| Coding Adjustments:                    | Amount        |
|--|---------------|
| <b>Total of Per Diem Check Issued:</b> |               |
| <b>Total Receipts Submitted:</b>       | <b>\$0.00</b> |
| <b>Total Subject to 1099 Misc:</b>     | <b>\$0.00</b> |

**Arizona REALTORS® - Travel Expense (airfare/mileage/hotel) Reimbursement Form**

Date of Request: \_\_\_\_\_

Payee Information:

Company/Person Name \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Event Description: \_\_\_\_\_  
\_\_\_\_\_

Travel Date: \_\_\_\_\_

Airfare Amount: \_\_\_\_\_

Mileage Amount: \_\_\_\_\_

**Rate is .57 per mile**

Hotel Amount: \_\_\_\_\_

Check Total

\$

\_\_\_\_\_  
Dollar Amt

\_\_\_\_\_  
Account #

\_\_\_\_\_  
Month to Expense

Disposition:

Mail \_\_\_\_\_

Return to me \_\_\_\_\_

Hold until \_\_\_\_\_

Date

Requested by: \_\_\_\_\_

C.E.O. Approval:

\_\_\_\_\_  
Michelle Lind, Chief Executive Officer