



## **REIMBURSEMENT POLICY AND FORM**

**IDAHO REALTORS®**  
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- A COPY OF THIS FORM MUST BE SUBMITTED TO THE IDAHO ASSOCIATION OF REALTORS®, INC. OFFICE WITHIN THIRTY (30) DAYS OF THE DATE OF THE MEETING FOR WHICH REIMBURSEMENT IS CLAIMED.
- RECEIPTS MUST BE SUBMITTED WITH FORM INCLUDING AIRLINE INVOICE/ITINERARY INDICATING TRAVEL BOOKED 21 DAYS OUT AND AT THE LOWEST FARE POSSIBLE
- PER THE BOARD OF DIRECTORS POLICY ESTABLISHED SEPTEMBER 11, 1997, AIRFARE WILL ONLY BE REIMBURSED AT THE RATE PUBLISHED 21 DAYS OUT FROM THE MEETING.

PLEASE COMPLETE AND **PRINT** ALL THE INFORMATION BELOW. SPECIFICALLY, PLEASE INDICATE THE PURPOSE OF THE MEETING FOR WHICH REIMBURSEMENT IS REQUESTED.

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
PURPOSE OF MEETING: \_\_\_\_\_  
IR POSITION: \_\_\_\_\_  
Date of Event \_\_\_\_\_

IF CAR POOLING TO AN EVENT, LIST THOSE IN YOUR CAR:  
\_\_\_\_\_  
\_\_\_\_\_

EXPENSE DESCRIPTION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

1. ONE NIGHT ROOM AND TAX ONLY (NO MEALS) AT THE ESTABLISHED GROUP RATE.
2. AIRFARE TO MEETING AT THE LOWEST RATE BOOKED 21 DAYS OUT.
3. MILEAGE AT THE IRS ALLOWABLE RATE of 62.5 cents per mile (**Lowest cost between air and auto will be reimbursed**)
4. PARKING FEES, SHUTTLES, TAXIS, ETC. WITH RECEIPTS.
5. WE ENCOURAGE CAR-POOLING TO MEETINGS; HOWEVER, ONLY ONE MILEAGE REIMBURSEMENT WILL BE PAID PER CAR.
6. ATTENDANCE WILL BE VERIFIED THROUGH THE DIRECTOR'S SIGNATURE ON THE SIGN IN SHEETS PROVIDED AT EACH BOARD OF DIRECTORS MEETING.
7. THE BOARD OF DIRECTORS ESTABLISHES REIMBURSEMENT POLICY; THERE WILL BE NO EXCEPTIONS TO THE POLICY.
8. MEMBERS OF THE BOARD OF DIRECTORS MUST SIGN A CONFIDENTIALITY AGREEMENT ANNUALLY IN ORDER TO RECEIVE REIMBURSEMENT.

