



## Idaho State Network Standing Rules

### MEETINGS

#### **Network Meetings**

Idaho State Network General Membership meetings shall be held no less than one time per year as outlined in State Bylaws.

#### **Annual Election Meeting**

The Annual Election Meeting shall be held in September/October. It may be held in conjunction with Idaho Association of REALTORS® Annual Convention. President-Elect, First Vice President and Treasurer must be elected by October 15th. State Liaison appointment must be made by June 1st or before State Network elections, whichever comes first.

#### **Governing Board Meetings**

Governing Board Meetings shall be held a minimum of two times per year, but preferably four times per year. State President may call Special Governing Board Meetings if deemed necessary. The Governing Board shall consist of the State Officers, all current Local Network Presidents, most recent past State Network President able to serve, Leadership Identification and Development Chair, Nominating Committee Chair, Strategic Planning Committee Chair, past Presidents Advisory Committee Chair, and District Vice Presidents where applicable. Ex officio and non-voting members include any National Liaison or National Executive Committee member residing in the state.

#### **Executive Committee Meetings**

The Executive Committee of the Governing Board shall hold monthly meetings. State President may call Special Executive Committee Meetings if deemed necessary. The Executive Committee shall consist of the elected State Officers, the appointed Chair of Standing Committees, and the Past President serving on the Governing Board.

#### **Meeting Times and Locations**

The State President-Elect will determine time and location of all Governing Board and Executive Committee meetings for the upcoming year, to be published and noticed to the Governing Board and/or Executive Committee no later than December 1st.

#### **Unexcused Absence**

Any member of the Governing Board or Executive Committee with two or more unexcused absences may be construed as having resigned from the Governing Board or Executive Committee.

## **Reinstatement**

Such member whose seat was vacated in this manner may apply for reinstatement within 30 days which shall require vote of the Governing Board or Executive Committee.

## **NOMINATIONS OF OFFICERS**

The Nominating Committee shall consist of five active members, per Article 8 Section 1 of the Idaho State Network Bylaws, in addition to the most recent past President able to serve who shall be the chairperson of the committee. Two of the five members shall be the State Liaison and Leadership Identification and Development Chairperson.

Nominating Committee shall select from members who have held National membership status for a minimum of one year, are in good standing, and have completed a *Consent to Serve* form. Additional eligibility requirements for various positions are found in the current State Operating Standards. Consideration should be given to those members who have served as officers in their Local Networks, have been active in the State Network, and/or have been a member of Women's Council for at least two years.

## **Notice of Election and Recommended Candidates**

Nominating Committee shall notice the State Executive Committee and Local Network Presidents no later than August 1st for their recommendations for State Executive Committee officers. Recommendations should be returned to the Nominating Committee Chairperson no later than 30 days prior to the Annual Election. The Nominating Committee shall notice the slate of officers to the Executive Committee no later than 15 days prior to the Annual Election. The President shall notify the membership of the slate of officers no later than 10 days prior to the Election.

## **ELECTIONS**

### **Rules of the Day**

The Rules of the Day shall be approved by the membership prior to voting. The rules shall be in writing and included in the meeting handouts.

### **Tellers**

The President shall appoint a minimum of three tellers (vote counters). Nominating Committee members shall not serve as tellers.

### **Ballots**

In the event of a contested race, paper ballots will be issued when the voting members sign in at the Registration Desk, immediately prior to the Annual Election Meeting

### **Quorum**

A quorum will be established per Article 5 Section 2 of the Idaho State Network Bylaws.

### **Voting**

Each National Women's Council member shall be entitled to cast ONE vote. Members are those REALTOR® and NATIONAL AFFILIATE members in good standing according to the records of the National Women's Council of REALTORS® on September 1<sup>st</sup> of that year.

Voting by absentee ballot shall not be permitted.

If the voting member is not present when a vote is taken, the voting member may not cast a vote after the voting has concluded.

Winners will be elected by majority vote. [Example: When two people run against each other and 200 votes are cast, the winner will need at least 101 votes.]

A majority shall elect. When there are more than two nominees for any office and there is no majority on the first ballot, the top two candidates will run off against each other and all other candidates are eliminated.

The President's vote shall be held in reserve and counted in the event of a tie.

## **INSTALLATION OF OFFICERS**

### **Installation Ceremony**

Officers of the State Network shall be installed during the Annual Election Meeting.

### **Arrangements**

The President is responsible for arranging the installation ceremony, in cooperation with the current President-Elect.

### **Selection of Installing Officer**

The President is responsible for arranging the installation ceremony. President may use the *Invitation for Women's Council National Officer* form from the *Leadership Policy & Procedure Manual* to request an installing officer from the National board if the budget allows. Otherwise, the President-Elect shall select the Installing Officer. Installing Officer must be a member of the National Women's Council of REALTORS®.

### **Incoming President Gift**

The President shall have the duty of presenting the State Network gavel and to the newly installed President at the Installation Ceremony, with the newly installed President's name engraved on the gavel box. The President-Elect shall obtain at the expense of the Network, a gift (pin, plaque, etc.) to be presented to the outgoing President at the Installation Ceremony. Refer to State Budget for line item expense allowance.

### **Outgoing Officer Gifts**

The President shall obtain at the expense of the Network, gifts (pins, plaques, etc.) to be presented to the outgoing Officers at the Installation Ceremony. Refer to State Budget for line item expense allowance.

### **Installation Budget**

The budget for the Installation Ceremony shall be sufficient to include the expenses of invited guest dignitaries (such as Board President, Executive Officer, etc.), Installing Officer, and any National Officers, as well as appropriate gifts.

## **DUTIES**

### **Executive Board Members**

Executive Committee members shall abide by the Idaho State Network Bylaws, the Network's Standing Rules, and the duties as outlined in the State Network Operating Model and *Leadership Policy and Procedures Manual (LPPM)*. The President, President-Elect and State Liaison are expected to attend National, Regional and State meetings, as allowed by the State Budget. Other Executive Committee members may be expected to attend if the State Budget allows.

### **President**

The State Network President is a REALTOR® and automatically assumes position as President-Elect.

The President provides leadership and direction for the State Network, keeping the Leadership Team focused on the mission of Women's Council, the State Network Strategic Plan, and the growth and effectiveness of local networks in the state. Acts as the voice for the Women's Council brand at the state level, representing the State Network with related groups. Acts as a leadership role model and creates an environment that fosters the development of leaders throughout Women's Council.

#### Major Responsibilities:

- Oversees State Network operations, ensuring the development and achievement of goals and priorities, and compliance with State Network operating standards.
- Encourages and inspires member involvement, and ensures a structure is in place to engage volunteers in meaningful work and to support accomplishment of the State Network purpose and goals.
- Oversees communication with members and strategic partners.
- Acts a Network Spokesperson with related industry and community groups.
- Builds and maintains a positive relationship with the State Association of REALTORS®.
- Presides at State Network Governing Board Meetings and all meetings of the membership.
- Ensures focus on State Network strategic plan to direct network action and use of resources.
- Works with the Governing Board to evaluate network progress and performance.
- Member of the National Governing Board.
- Is a member of the National Liaison's team in the Region, along with the State Liaison.
- Mentors, supports, trains and provides leadership opportunities for the President-elect and ensures a smooth transition in leadership.
- Cultivates development of future leaders for the State Network.
- Ensures compliance with all National Council reporting requirements.
- Represents the State Network at National Meetings.
- Oversight of: Communications, Industry Relations, Past President Advisory Committee.

### **President-Elect**

The State Network President-elect is a REALTOR® nominated by the State Network Nominating Committee and elected at the State Network Election Meeting.

Supports the President in fulfilling his/her/their duties, builds leadership skills and prepares to assume the presidency. Oversees Network leadership development and growth activities. Acts as a leadership role model and creates an environment that fosters the development of leaders throughout Women's Council.

Major responsibilities:

- Acts as officer liaison for Leadership Development Initiatives (such as leadership training events) and a non-voting member of the Leadership Identification and Development Committee.
- Hosts a State Orientation for Local and State Network leaders.
- Prepares to assume the role of President, ensuring a smooth transition with the President.
- In the absence of the President, presides at meetings and performs the necessary duties of the President.
- Attends National Women's Council Network 360 as part of preparing for the presidency.
- Conducts a planning retreat prior to taking on the presidency to develop the State Network Strategic Plan.
- Assists the president in tracking State Network progress and performance, identifies areas for continued improvement and considers related goals for inclusion in the State Network Strategic Plan in the coming year.
- Appoints the State Liaison (ratified by the Governing Board) before the election.
- Oversight of: Strategic Planning Committee, Leadership Identification and Development Committee, Leadership Development Initiatives.

### **First Vice President**

The First Vice President is a REALTOR® nominated by the State Network Nominating Committee and elected at the State Network Election Meeting.

Oversees local network support initiatives. Manages key State Network governance processes, such as elections, records maintenance, and proper reporting and State Network compliance with all state and federal laws and regulations impacting non-profit organizations. Acts as a leadership role model and creates an environment that fosters the development of leaders throughout Women's Council.

Major responsibilities:

- Maintains State Network Bylaws and oversees updates as necessary.
- Ensures accurate minutes are taken at State Network meetings.
- Maintains and safeguards all official records of the State Network.
- Submits the names of newly elected Leadership Team to National, along with any changes during the year.
- Oversight of: Network Development, Election Process, Bylaws and Standing Rules (updates as necessary).

### **State Liaison**

The State Liaison is a REALTOR® appointed by the President-elect by June 1st, or before the State Network Election Meetings, whichever comes first.

Monitors and supports Local Networks and ensures compliance with Local Network Operating Standards. Acts as an important conduit of information between Local, State and National on network issues, trends and accomplishments. Acts as a leadership role model and creates an environment that fosters the development of leaders throughout Women's Council.

**Major Responsibilities:**

- Oversees Local Network Compliance, including development of an annual plan and budget, and provides support where needed.
- Acts as the first contact to resolve local operating issues or conflicts.
- Coaches Local Network leaders to improve network performance.
- Is a member of the Leadership Identification and Development Committee.
- Is a member of the National Liaison's team (along with the President)
- Facilitates two-way communication between National and Local Networks and Members-at-Large in the state.
- Is a member of the State Network Leadership Team.
- Member of the National Governing Board.
- Attends National Women's Council Network 360.
- Identifies potential new Local Networks and follows procedures to initiate.
- Oversight of: Local Network Support and Local Network Compliance

**Treasurer**

The Treasurer is a REALTOR® nominated by the State Network Nominating Committee and elected at the State Network Election Meeting.

Ensures strategies and systems are in place to support the financial health and integrity of the State Network. Oversees the development of the strategic partner program. Acts as a leadership role model and creates an environment that fosters the development of leaders throughout Women's Council.

**Major responsibilities:**

- Chairs the Budget and Finance committee
- Prepares the annual network budget in conjunction with the Leadership Team for Governing Board presentation and approval.
- Maintains the State Network books and prepares and presents financial statements to the Governing Board.
- Works with a CPA and/or bookkeeper as necessary, to ensure proper accounting controls and systems are in place.
- Ensures that any State Network taxes or forms due, both state and federal, are filed promptly.
- Oversight of: Budget and Finance Committee, Strategic Partner Development

All monies received by the Network shall be deposited in the account of the Idaho State Network in a financial institution selected by the Executive Board. One signature, of either the

President or Treasurer, shall be required on all checks or account debits. The President shall receive the bank statements and forward them to the Treasurer to reconcile the account.

All monies collected by the Network shall be deposited by the Treasurer or President within five business days of receipt and deposit slips sent to the Treasurer along with any appropriate documentation.

Treasurer's Report and Budget Report to be presented at each Executive Board and Governing Board Meeting, and reports will be filed for audit.

The outgoing Treasurer will compile a year-to-date final report for the previous year and present it to the Executive Board prior to year-end.

Prior to the end of the term of office, books of the Treasurer shall be audited by the Budget and Finance Committee. The Treasurer and Budget and Finance Committee Chairperson shall arrange a time to meet so that the records can be audited. An audit report will be provided to the incoming President who will present the audit report at the first Executive Board Meeting.

### **MANDATORY COMMITTEES AND PROJECT TEAMS**

Mandatory committees are Budget and Finance, Nominating, Leadership Identification and Development, Past Presidents Advisory, and Strategic Planning.

As needed, Project Teams may be formed. Examples are Leadership Orientation, Leadership Development/Training Events, Conference/State Meeting Coordinator, Technology/Social Media, State Association of REALTORS® relations, Industry Relations Strategic Partner Development, Ways and Means.

Committee Chairs shall provide evaluation forms at any meetings and/or events for the purpose of evaluating a speaker, presenter, or event. All outgoing Committee Chairs shall make a written report on the Committee's accomplishments at year-end and pass on Committee materials to the incoming Committee Chairs. The incoming Committee Chairs shall recommend to the incoming President for consideration the names of possible members to serve on that Committee.

### **FINANCE**

#### **Annual Budget**

The Annual Budget shall be prepared by the incoming President with the assistance of the Treasurer. It shall be understood that any Annual Budget developed by the Idaho State Network represents a proposal for earning and spending funds. Such budgets shall be interpreted as a guide, not a guarantee, and are subject to the actual monies collected by the Network in the given calendar year.

A minimum of \$4000.00 shall be carried over to launch the succeeding year.

Line items may be added at the discretion of the President.

#### **Expense Reimbursement**

Reimbursement amounts are subject to the approved Annual Budget, and subject to funds availability. The State Network shall fund travel for President, President-elect and State Liaison to National, Regional and State Meetings if funds are available, but not to exceed the amount approved in the current year's Annual Budget. Other State Officers may have their travel funded by the Network if the budget allows. In the event that none of the state officers are able to attend, the Executive Board may select and approve reimbursement for another member to attend.

Officer or member receiving travel funds shall attend all Governing Board and Regional Caucus meetings, State Network gatherings, as well as all other scheduled general membership meetings and classes.

The Executive Committee of the Governing Board, as part of the annual budgeting process, shall declare the upcoming year to either be a *Travel Option A* year or a *Travel Option B* year for expense reimbursement and planning purposes.

Reimbursement requests shall be submitted to State Treasurer, along with a brief report, within 15 days of travel. No reimbursements will be authorized for reimbursement requests received by Treasurer later than 30 days from return date of travel. Reimbursement for airfare shall be limited to the lowest 30-day published fare. Reimbursement for registration shall be based on early bird offering. Officers/members approved for travel may receive 100% of the dollar amount approved upon submittal of airfare and registration receipts to Treasurer with pre-approval by the Executive Committee of the Governing Board. Any funds advanced shall be returned to the Network should the officer/member not travel to the meeting. See Travel Procedure Options A and B, and Exhibits A, B, C, D, E.

If the officer or member represents another organization for the same function, said officer/member cannot be reimbursed by both organizations for the same expense. For instance, if an officer of the Idaho State Women's Council is also a Local Association Board member or Women's Council Local Network Officer whose travel/lodging/meal expenses are paid by the Local Network or Local Association, then no reimbursement for such expenses shall be made by the Idaho State Network. If an officer/member is partially funded by another organization, then reimbursement shall be less the amount funded by the other organization.

### **Reservation Obligations**

Reservations for all Network Meetings, courses or functions sponsored by the Idaho State Network shall be a financial obligation to be paid by the member. A cancellation deadline shall be established for each meeting or function of the Network and shall be announced in the notice for the meeting or function. Members attending ticketed functions shall be charged for the meal or refreshments whether they eat or do not eat.

### **Complimentary Membership**

Each year the current President of the Idaho Association of REALTORS® shall be honored with a full Women's Council of REALTORS® membership.

### **National Women's Council of REALTORS® Office**



When a member of the Network is elected to a National Women's Council office, any expenses allocated by the Network shall be determined and voted upon by the Executive Committee of the Governing Board and included in the approved Annual State Budget.

## **AWARDS AND RECOGNITION**

### **State Member of the Year**

The State Member of the Year Committee, consisting of past recipients and chaired by the most recent State Member of the Year able to serve, shall select a State Member of the Year, according to the guidelines stated in the current *LPPM*. Local Network Member of the Year recipients may be considered for State Member of the Year. State Member of the Year recommendations shall be submitted no later than 30 days prior to the Annual Meeting.

The State Member of the Year award shall be presented by the State President at the Idaho State Network Annual Meeting. The State Member of the Year award shall also be presented by the State President or by a visiting Women's Council National Dignitary at the Idaho Association of REALTORS® Awards Luncheon during the convention.

### **Recognition of Local Entrepreneur of the Year**

Local Network Entrepreneur of the Year recipients will be recognized at the Idaho State Network Annual Meeting.

# Women's Council of REALTORS® Idaho State Network

## TRAVEL PROCEDURE

### Option "A"

(with meals and per diem)

#### Definitions

Acknowledgement Form – Form provided to traveling member prior to first time travel under this procedure confirming that the member has read and understands the Travel Policy.

Expense Report – Completed form provided by traveling member to Treasurer including all permissible expenses (all receipts) incurred during travel. The receipts include all expenses even those not paid by the member, i.e., airfare, seminars, etc. One Expense Report per event. Form available from Treasurer.

I. **Purpose** - The purpose of this procedure is to inform Women's Council of REALTORS® Idaho State Network of responsibilities and Network expectations before, during, and after travel. Our goal is to minimize the costs and maximize the benefits of travel to Idaho State Network members. This procedure includes travel reservations, travel, forms of payment for travel and related expense report documentation requirements.

II. **Background** – Women's Council strives to ensure maximum economic benefit to Network members by providing sufficient information to insure prompt and accurate reimbursement.

#### III. Travel Planning

A. Travel Procedure Acknowledgement Form to be completed and returned to the Treasurer by Jan 1<sup>st</sup> each year. When making personal arrangements, keep in mind airfare will be reimbursed at the lowest fare airline available with a 30-day advance reservation. Registration will be reimbursed at the early-bird rate.

B. Retain itinerary for travel and for expense report purposes. All expenses relating to travel need to be included on the Expense Report at the end of travel.

Maximum of 50% of room rate paid per person except for Network 360 or other events planned for one individual officer, which shall be paid up to 100% if rooming alone is the only option.

#### IV. Travel

- A. All expenses will be the traveling member's responsibility during the travel period. The member will be reimbursed within one week after the reimbursement request is approved, unless other arrangements have been made in advance.
- B. The Network will reimburse the traveling member for breakfast, lunch, dinner and up to two beverages accompanying dinner.
- C. For safety & to minimize expenses, every effort to travel together should be made.
  - 1. Members traveling within a 100-mile radius of their hometown will be reimbursed for mileage or other local transportation costs but not meals or other expenses. This is according to the IRS Code Sec 162(a)(2) and regulation Sec 1.162-2 which states: Individuals are not away from home unless their duties require them to be away from the general area of their tax homes for a period substantially longer than an ordinary workday and it is reasonable for them to need to sleep or rest. A member's home is considered to be the member's regular or principal (if there is more than one regular) place of business.

## V. Expenses and Related Items

- A. The member shall pay travel expenses incurred by the traveling member. Treasurer, upon receipt of an approved expense report, will reimburse the member.
- B. The per diem amount is based on the IRS Hi-Lo method (based on destination) as follows:
  - Meals and Incidental Expenses - \$50.00/day
- C. Within 15 days upon return, the member is to submit an expense report (receipts attached) and return any advanced funds not accounted for by receipts. If receipts exceed any advanced funds, an expense check will be processed for the approved difference. If advanced funds exceed approved expenses, the member shall reimburse Network with the difference. **Any expenses incurred but not reported within 30 days will not be reimbursed.**
- D. Incidental Expenses
  - i. The Network will reimburse for expenses specifically related to business purposes, including the following:
    - a. Mileage: When using a personal vehicle for travel, record mileage on the Mileage portion of the Expense Report, provide all pertinent information requested at the top, and submit to the treasurer for processing. The 2021 rate for mileage reimbursement is .56 per mile.
    - b. Meal expenses are specific to breakfast, lunch and dinner.
    - c. The following are reimbursed at reasonable levels, determined by Treasurer:
      - 1. Tips for meals (not exceeding 20%), taxi driver, shuttle bus driver, housekeeping and others of similar nature.

2. Parking and tolls.
- ii. The following types of expenses are generally considered to be of personal nature and will **NOT** be reimbursed:
  - a. Personal services, such as barber, beautician, manicurist, shoe shine, masseur or masseuse.
  - b. Use of extra-cost hotel/motel services, such as in-room movies.
  - c. Additional charges for room upgrades, poolside-rooms or special floors.
  - d. Purchase of luggage carts and suitcases.
  - e. Other fees, such as housesitting fees, dependent care or pet boarding.
  - f. Clothing, toiletries and related personal items.
  - g. Laundry or dry-cleaning charges.
  - h. Alcoholic beverages (not related to dinner) or tobacco products.
  - i. Specific car expenses including car washes, tire repair, etc.
  - j. Traffic, seat belt, parking or other vehicle code/criminal fines incurred.
  - k. Expenses related to family members accompanying the traveling member.

*Retain all applicable receipts incurred during Network travel. Submit an itemized receipt; a credit card slip will not suffice. (Make sure you include the tip paid on the itemized receipt.)*

## **VI. Expense Report**

- A. Immediately upon your return, obtain an Expense Report and fill in all applicable information.
  - Name, Office Held, Signature
  - Who, what, where, when, why (For example: Mid Year Convention – Washington D. C.)
  - Dates of travel
- B. Attach all applicable receipts (detailed document of expenses) for airfare, meals, lodging, vehicle rental, parking fees, toll fees, fuel, etc. even if the Network paid it directly.
- C. All information requested in the Expense Report should be provided including the three check-box areas:
  1. Entity paying expense (ISN/Self)
  2. Description of expense (Air, Auto, Meal etc.)
  3. Whether reimbursement is being requested prior to or after conclusion of travel.

See the attached sample Expense Report for reference, or call Treasurer with questions.
- D. Submit the completed Expense Report to Treasurer for final approval and reimbursement.

# Women's Council of REALTORS® Idaho State Chapter

## TRAVEL PROCEDURE Option "B"

(without meals and per diem)

### Definitions

Acknowledgement Form – Form provided to traveling member prior to first time travel under this procedure confirming that the member has read and understands the Travel Policy.

Expense Report – Completed form provided by traveling member to Treasurer including all permissible expenses (all receipts) incurred during travel. The receipts include all expenses even those not paid by the member, i.e., airfare, seminars, etc. One Expense Report per event. Form available from Treasurer.

- I. **Purpose** - The purpose of this procedure is to inform Women's Council of REALTORS® Idaho State Network of responsibilities and Network expectations before, during, and after travel. Our goal is to minimize the costs and maximize the benefits of travel to Idaho State Network members. This procedure includes travel reservations, travel, forms of payment for travel and related expense report documentation requirements.
- II. **Background** – Women's Council of REALTORS® Idaho State Network strives to ensure maximum economic benefit to the Network and the Network members by providing sufficient information to insure prompt and accurate reimbursement.
- III. **Travel Planning**
  - A. Network Travel Procedure Acknowledgement Form to be completed and returned to the Treasurer by Jan 1<sup>st</sup> each year. When making personal arrangements, keep in mind airfare will be reimbursed at the lowest fare airline available with a 30-day advance reservation. Registration will be reimbursed at the early-bird rate.
  - B. Retain itinerary for travel and for expense report purposes. All expenses relating to travel need to be included on the Expense Report at the end of travel.
  - C. Maximum of 50% of room rate paid per person except for Network 360 or other events planned for one individual officer, which shall be paid up to 100% if rooming alone is the only option.
- IV. **Travel**
  - A. All expenses will be the traveling member's responsibility during the travel period. The member will be reimbursed within one week after the Expense Report is approved, unless other arrangements have been made in advance.

- B. No personal expenses are to be posted to hotel bills. The traveling member is responsible for all personal expenses separately.
- C. No meal reimbursements will be paid for by the Network. All food and beverage expenses are at the expense of the traveling member. For safety & to minimize expenses, every effort to travel together should be made.
  - i. Members traveling within a 100-mile radius of their hometown will be reimbursed for mileage or other local transportation costs but not meals or other expenses. This is according to the IRS Code Sec 162(a)(2) and regulation Sec 1.162-2 which states: Individuals are not away from home unless their duties require them to be away from the general area of their tax homes for a period substantially longer than an ordinary workday and it is reasonable for them to need to sleep or rest. A member's home is considered to be the member's regular or principal (if there is more than one regular) place of business.

## V. Expenses and Related Items

- A. The member shall pay travel expenses incurred by the traveling member. Treasurer, upon receipt of an approved expense report, will reimburse the member.
- B. Upon return, the member is to submit an expense report (receipts attached) and return any cash not accounted for by receipts. If receipts exceed advanced funds, an expense check will be processed for the approved difference. If advanced funds exceed approved expenses, shall reimburse the Network for the difference. All expense reports shall be submitted within two weeks of expense occurrence. *Any expenses incurred but not reported within 30 days will not be reimbursed.*
- C. Incidental Expenses
  - i. The Network will reimburse for expenses specifically related to business purposes, including the following:
    - a. Mileage: When using a personal vehicle for travel, record mileage on the Mileage portion of the Expense Report, provide all pertinent information requested at the top, and submit to the treasurer for processing. The 2021 rate for mileage reimbursement is .56 per mile.
    - b. The following are reimbursed at reasonable levels, determined by the Treasurer:
      - Tips for taxi driver, shuttle bus driver, housekeeping and others of similar nature.
      - Parking and tolls.

- ii. The following types of expenses are generally considered to be of personal nature and will **NOT** be reimbursed.
  - a. Personal services, such as barber, beautician, manicurist, shoe shine, masseur or masseuse.
  - b. Use of extra-cost hotel/motel services, such as in-room movies.
  - c. Additional charges for room upgrades, poolside-rooms or special floors.
  - d. Purchase of luggage carts and suitcases.
  - e. Other fees, such as housesitting fees, dependent care or pet boarding.
  - f. Clothing, toiletries and related personal items.
  - g. Laundry or dry-cleaning charges.
  - h. Meals, alcoholic beverages or tobacco products.
  - i. Specific car expenses including car washes, tire repair, etc.
  - j. Traffic, seat belt, parking or other vehicle code/criminal fines incurred.
  - k. Expenses related to family members accompanying the traveling member.

*Retain all applicable receipts incurred during Network travel. Submit an itemized receipt; a credit card slip will not suffice. (Make sure you include the tip paid on the itemized receipt.)*

#### Expense Report


- A. Immediately upon your return, obtain an Expense Report and fill in all applicable information.
  - Name, Office Held, Signature
  - Who, what, where, when, why (For example: Mid Year Convention – Washington D. C.)
  - Dates of travel
- B. Attach all applicable receipts (detailed document of expenses) for airfare, lodging, vehicle rental, parking fees, toll fees, fuel, etc., even if the Network paid it directly.
- C. All information requested in the Expense Report should be provided including the three check-box areas:
  - 1. Entity paying expense (ISN/Self).
  - 2. Description of expense (Air, Auto, etc.).
  - 3. Whether reimbursement is being requested prior to or after conclusion of travel.
- D. Submit the completed Expense Report to Treasurer for final approval and reimbursement.

## Exhibits

- A. Travel Policy and Procedure Acknowledgement Form
- B. Expense Report – Travel Option “A”
- C. Expense Report – Travel Option “B”
- D. Expense Report – General
- E. Request for Per Diem form – Travel Option “A” Only



Exhibit A

	<b>TRAVEL PROCEDURE ACKNOWLEDGEMENT</b>
Travel Policy Revised January 2021	
<p>The Women's Council Idaho State Network Travel Policy is a guideline for member travel. If any items are not addressed in the policy, or if additional information is required, please direct them to the treasurer.</p> <p>By signing below, I acknowledge that I have received a copy of Women's Council of REALTORS® Idaho State Network Travel Policy, have read the policy, and understand how Idaho State Network Travel operates.</p> <p>Travel Policy Option as elected by this year's Executive Committee:</p> <p>Option "A"      <input type="checkbox"/></p> <p>Option "B"      <input type="checkbox"/></p>	
Member Signature	
Member Printed Name	
Date	

# Exhibit B



Exhibit B

## Expense Report - Travel Option "A"

**Name:** \_\_\_\_\_  
**Office Held:** \_\_\_\_\_  
**Date of Report:** \_\_\_\_\_  
**Event:** \_\_\_\_\_  
**Location:** \_\_\_\_\_

Treasurer's Use Only	
Date Paid:	
Check Number:	
Amount:	
Approved By:	

Date	Description	Amount Pd by Self	Amount Pd by ISN	Transportation	Meals	Lodging	Registration	Other
<b>Total:</b>								

**Mileage Reimbursement Calculation**

Reimbursements MUST be submitted to Treasurer within 30 days of incurred expenses. Per diem includes meals plus tip and up to 2 drinks with meal (Maximum \$50/day). Meetings eligible include: Mid-Year, Leadership, State and National. Mileage shall be travel to and from meetings noted above. Use of vehicle at destination not to be included. Mileage expense must not be more than average airfare of Network participants who may choose to fly. Airline tickets shall be booked no later than 30 days prior to departure. For consideration of reimbursement, receipts MUST be included. Reimbursement requests submitted for Women's Council Functions ONLY. No other will be considered for payment. Payments of approved expenditures will be made after the function, unless prior arrangements have been made, and upon availability of funds.

Date	Beginning Odometer	Ending Odometer	Total Miles	IRS Reimbursement Rate (.56)
<b>Sub Total:</b>				
<b>Grand Total:</b>				

By submitting this request, I affirm that I have access to and have read and understand the Women's Council Idaho State Network Travel Policy, and will abide by the policy. If requesting reimbursement prior to travel, I agree that if I do not participate in this event, be it in my control or not, I will reimburse Idaho State Network for all prepaid expenses paid on my behalf.

Reimbursement is being requested -
Prior to or After Travel:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Exhibit C



Exhibit C

### Expense Report - Travel Option "B"

Name: \_\_\_\_\_  
 Office Held: \_\_\_\_\_  
 Date of Report: \_\_\_\_\_  
 Event: \_\_\_\_\_  
 Location: \_\_\_\_\_

Treasurer's Use	
Date Paid:	
Check Number:	
Amount:	
Approved By:	

Date	Description	Amount Pd by Self	Amount Pd by ISN	Transportation	Lodging	Registration	Other
<b>Total:</b>							

Reimbursements MUST be submitted to Treasurer within 30 days of incurred expenses. Meetings eligible include: Mid-Year, Leadership, State and National. Mileage shall be travel to and from meetings noted above. Use of vehicle at destination not to be included. Mileage expense must not be more than average airfare of Network participants who may choose to fly. Airline tickets shall be booked no later than 30 days prior to departure. For consideration of reimbursement, receipts MUST be included. Reimbursement requests submitted for Women's Council Functions ONLY. No other will be considered for payment. Payments of approved expenditures will be made after the function, unless prior arrangements have been made, and upon availability of funds.

Mileage Reimbursement Calculation				
Date	Beginning Odometer	Ending Odometer	Total Miles	IRS Reimbursement Rate (.56)
<b>Total</b>				
<b>Grand Total:</b>				

By submitting this request, I affirm that I have access to and have read and understand the Women's Council Idaho State Network Travel Policy, and will abide by the policy. If requesting reimbursement prior to travel, I agree that if I do not participate in this event, be it in my control or not, I will reimburse Idaho State Network for all prepaid expenses paid on my behalf.

Reimbursement is being requested - Prior to or After Travel:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibit D



## Request for Per Diem

Travel Option "A" Only

Member Name: \_\_\_\_\_

Dates of Travel: \_\_\_\_\_

Location \_\_\_\_\_

Women's Council Idaho State Network requests the traveler to obtain a traveler's checks from the bank in lieu of cash, for traveler's safety. Women's Council Idaho State Network is not responsible for lost moneys.

By submitting this request, I affirm that I have access to, have read and understand the Women's Council Idaho State Network Travel Policy, and will abide by the policy.

I certify that I have received per diem funds for the above event. I agree to return an Expense Report including receipts and excess funds, upon my return.

Member Signature \_\_\_\_\_

Member Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Treasurer's Use Only	
Date Paid:	
Check Number:	
Expense Report Sub:	
Excess Funds:	
Approved By:	

Exhibit E

	<b>REQUEST FOR PER DIEM</b> TRAVEL OPTION "A" ONLY
Travel Policy Revised January 2021	
Member Name: _____	
Dates of travel: _____	
Location: _____	
<p>Women's Council Idaho State Network requests the traveler to obtain traveler's checks from the bank in lieu of cash, for traveler's safety. Women's Council Idaho State Network is not responsible for lost moneys.</p> <p>By submitting this request, I affirm that I have access to, have read, and understand the Women's Council Idaho State Network travel policy, and will abide by the policy.</p> <p>I certify that I have received per diem funds for the above event. I agree to return an Expense Report including receipts, and excess funds upon my return.</p>	
Member Signature	
Member Printed Name	
Date	