



REVISED
10/18

FLORIDA APARTMENT ASSOCIATION NAA DELEGATE, RVP, CHAIR/VICE CHAIR AND NAA EXECUTIVE COMMITTEE REIMBURSEMENT POLICY

Members of Florida's delegation to NAA's Assembly of Delegates are required to attend and fully participate in three NAA meetings: Advocate, Apartmentalize, and the Assembly of Delegates. In addition to those meetings, NAA RVPs, Committee Chairmen/Vice Chairmen, and members of the NAA Executive Committee are also required to attend and fully participate in NAA's fall and winter Board of Directors meetings. It is the policy of FAA to reimburse the cost to attend these meetings each year.

Members subject to this policy should request reimbursement from FAA only if their expenses are not already covered by NAA's reimbursement policy OR if they are unable to be reimbursed by their company or by their local association. Reimbursement requests must be submitted within 90 days of the reimbursable event.

FAA's reimbursement policy is as follows:

Advocate

FAA will pay for airfare, hotel room cost with a maximum of four (4) nights (additional nights may be reimbursed as determined by the delegate's committee schedule and meeting location), and any registration costs.

Apartmentalize:

FAA will pay for airfare and hotel room cost with a maximum of four (4) nights (additional nights may be reimbursed as determined by the delegate's committee schedule and meeting location).

NAA Assembly of Delegates:

FAA will pay for airfare and hotel room cost with a maximum of four (4) nights (additional nights may be reimbursed as determined by the delegate's committee schedule and meeting location).

NAA Fall and Winter Board of Directors Meetings (when required):

FAA will pay for airfare and hotel room cost with a maximum of four (4) nights (additional nights may be reimbursed as determined by the meeting location).

In the event that a delegate is unable to attend any or all of the three required meetings, this reimbursement policy will transfer to the alternate delegate serving in their stead.