

Jon Houser

From: Denise O'Brien
Sent: Tuesday, November 11, 2025 10:03 AM
To: Tray Bates; Andrea Friedman
Cc: Jon Houser; Becky Smith
Subject: Reimbursement reminder: Texas REALTORS Party & Leadership Summit

Texas REALTORS® Party & Leadership Summit: REIMBURSEMENT POLICY INFORMATION (form and contact info at bottom of email)

Reimbursement Eligibility:

Spokesperson Training

- There are no reimbursable room nights for Spokesperson training, however, attendees can utilize existing nights offered by TREPAC if they are participating in the entire TREPAC Orientation

REALTOR Party (TREPAC)

- Participating associations will receive up to three room nights per local association
- You may use your TREPAC corporate dollars to cover **one** additional room night. **This will only apply to 2026 local association Chairman.*
- Please check with [Becky Smith](#) to verify that corporate funds are available for this purpose.
- Indicate “Corporate dollars” on the reimbursement process of the attendee using corporate dollars.
- Will apply only to the evenings of **10/21 & 10/22**
- To get reimbursed for a hotel stay, attendees must have their badge scanned at **every** REALTOR® Party TREPAC session. It is the attendee’s responsibility to ensure their badge is scanned at each session. Reimbursement will **not be available** if any of the scans are missing for a TREPAC session.
- Complimentary rooms do not extend to GA or Leadership Summit participation

REALTOR Party (GA Track)

- Participating associations will receive **one** complimentary room night per local association
- Will apply only to the evening of **10/22**
- Attendees will be reimbursable only if their badge has been scanned at **all** REALTOR Party GA sessions
- Complimentary room **does not** extend to TREPAC or Leadership Summit participation

Leadership Summit

- There are **no reimbursable room nights** for Leadership Summit participants, and we cannot extend “unused” room nights from the REALTOR Party (TREPAC or GA) to cover Leadership Summit room charges.

Reimbursement Procedures:

- Requests for reimbursement must be submitted by the local association
- Hotel folios must be provided for reimbursement, AEs are encouraged to ask for this upon check out
- One reimbursement request per hotel room
- Reimbursement must be submitted no later than 30 days after checking out. (Mon, November 24, 2025)

- Don't worry if you're unsure about the reimbursement process! Just submit your request with as many details as you can. Our staff will work with you to make sure you get the maximum refund possible.

REIMBURSEMENT FORM

Questions?

TREPAC: Andrea Friedman afriedman@texasrealtors.com

GA: Tray Bates – tbates@texasrealtors.com