

U.S. Highbush Blueberry Council Request for Reimbursement of Expenses

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

Purpose of Trip/Destination: _____

*See the back of this form for USHBC reimbursement guidelines. Receipts are required for any expense over \$25.
Complete the information requested below and sign "Claimant Signature" at the bottom of the page.
Mail this expense claim report **within 30 days** of date of expense to the USHBC office at the following address:
USHBC, 80 Iron Point Circle, Suite 114, Folsom, California 95630.*

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN	
DATE (list)								
								TOTAL
DAILY PER DIEM								
LODGING								
(1) Hotel Room								
(2) Other (list)								
TRANSPORTATION								
(3) Airline								
(4) Taxi/Shuttle								
(5) Rental Car								
(6) Tolls/Parking								
(7) Miles Traveled								
(8) Mileage (56.5¢ per mile)								
OTHER EXPENSES:								
Total Expenses								
Less Advances								
Total Amount Due								

Signature of Claimant: _____

Date: _____

Approved By: _____

Date: _____

U.S. Highbush Blueberry Council Travel Reimbursement Policy

(Revised October 2013)

Expenses should be submitted to USHBC using a USHBC REQUEST FOR REIMBURSEMENT OF EXPENSES form in accordance with the following:

Reasonable and approved expenses related to USHBC meetings will be reimbursed. All other expenses not related to attendance at a USHBC meeting or event, including travel, must be associated with a USHBC related activity which is approved by the Executive Director. Necessary travel expenses include airline tickets, mileage, meals and lodging. When other expenses are incurred, the traveler must provide an explanation and receipts, if they are seeking a reimbursement for those expenses. When other individuals are involved in accruing the travel expense, the name(s) and organization(s) must be shown in the expense documentation. No spousal expenses will be reimbursed.

- Each person filing a claim for reimbursement shall be responsible for supplying the necessary receipts or a reasonable explanation of the various expenses incurred during the approved travel period. All such claims for reimbursement shall be filed within **30 days** following the date the expenses were incurred. Travel by the Executive Director will be submitted for approval by the USHBC Treasurer.
- Members will be required to book and pay for all airfare, travel (rental car, bus, train, etc.) and hotel room lodging charges. Travelers will be reimbursed by the USHBC for these approved expenses along with actual costs for mileage, taxi or shuttle to and from airport, parking and tolls. Expense claims, with copies of all receipts for any expenses over \$25, must be sent to the USHBC office for full reimbursement. *(Note: Receipts for expenses under \$25 are also encouraged and should be provided whenever possible).*
- The USHBC will reimburse the claimant for all other approved and qualified travel and business expenses based upon an **approved USHBC per diem rate of \$100 per day**. This per diem will cover all meals, tips, internet and phone charges, travel insurance, and taxi fares (except to and from airport) related to the corresponding trip. Per diem can only be claimed from the day traveling to the USHBC meeting (no earlier than the day prior to the first USHBC meeting) to the day of meeting completion (or no later than the day immediately following the last USHBC meeting).
- The cost of any meals provided to Council members, whether by the USHBC, an affiliate group or the hotel, will be deducted from the per diem total. In these cases the per diem will be reduced by 15% for any breakfast, 25% for any lunch and by 50% for any dinner that is provided.
- Domestic Travel: Members will be asked to book least cost economy airfares on U.S. carriers.
- International Travel: Members will be asked to schedule flights on U.S. carriers whenever possible and will be reimbursed for business class travel on any flight longer than six hours in airtime.
- Airfare will be reimbursed for travel between the member's home to the site of the meeting and return. Any non-Council related travel beyond these points will be the responsibility of the member.
- Any member traveling to a meeting by car will be reimbursed at the current official IRS rate from home to the meeting site and return. However, should a claim for automobile mileage reimbursement exceed \$400, the round trip cost by auto will be compared to the most recent and lowest round trip price available for airfare to and from these same locations, and the lower of these two costs will be awarded to the claimant.
- Travelers obtaining a rental vehicle should rent a compact or intermediate car (if traveling alone). When possible, advance arrangements should be made in order to receive optimum discount rates.
- A completed, signed and approved USHBC REQUEST FOR REIMBURSEMENT OF EXPENSES from the traveler must be provided to the USHBC office. Receipts must be attached to the voucher.

USHBC Treasurer shall approve all expense vouchers of the Executive Director. The Executive Director shall approve all other member, alternate, committee member, and vendor expenses as well as those of USHBC employees under supervision of the Executive Director. Falsification of any expense report will be brought to the USHBC's attention for appropriate action.

ALTERNATES

- When acting in place of a Member, the Alternate will receive the same reimbursement as the Member would be entitled to (as outlined above). In this instance, Alternates will submit expense claims and all receipts to the USHBC office for reimbursement.
- Alternates will be covered for all expenses, at the same level as the Member, for one USHBC meeting per year and will submit expense claims and all receipts to the USHBC office for reimbursement.

COMMITTEE MEMBER (Council and Non Council Member)

- All USHBC Members or alternates serving on a committee, or any individual who is not a Council Member but is serving on a USHBC committee, will receive member reimbursement (as outlined above) for the committee and/or Council meetings they attend. All expense claims and receipts will be submitted to the USHBC office for reimbursement.

STAFF

- Staff will follow the same reimbursement policy as a member, however staff will not receive a per diem payment. Staff will claim and be reimbursed for actual cost for all travel expenses.

BUSINESS MEALS NOT RELATED TO A USHBC MEETING

- Business trip meals are reimbursable if the expense is approved and incurred while traveling. Paying for other Members', Contractors' or Staff meals is permitted. Original itemized receipts must be submitted when available. Names of those persons for whom meals were purchased should be listed on the receipt or corresponding back-up documents.