

## 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 report to the USHBC office at the following address: USHBC, 2390 East Bidwell St., Suite 300, Folsom, California 95630.*

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN	TOTAL
<b>DATE (list)</b>								
<b>Lodging /Meals</b>								
(1) Room								
(2) Breakfast								
(3) Lunch								
(4) Dinner								
(5) Other (list)								
<b>Transportation</b>								
(6) Airline								
(7) Taxi/Shuttle								
(8) Rental Car								
(9) Tips								
(10) Tolls/Parking								
(11) Gas								
(12) Miles								
(13) Mileage (50.5¢ per mile)								
(14) Other (list)								
<b>Additional Expenses</b>								
<b>Total Expenses</b>								
<b>Less Advances</b>								
<b>Total Amount Due</b>								

Signature of Claimant: \_\_\_\_\_

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

Approved By: \_\_\_\_\_

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

# U.S. Highbush Blueberry Council Travel Reimbursement Policy

(Revised February 12, 2007)

## MEMBERS

- Each person filing a claim for reimbursement shall be responsible for supplying the necessary receipts or a reasonable explanation of the various expenses incurred. All such claims for reimbursement shall be filed within 30 days following the date the expenses were incurred.
- Members will be required to book and pay for all airfare, hotel charges, and meals and then submit expense claims, with copies of all receipts for any expenses over \$25, to the USHBC office for full reimbursement. (*Note: Receipts for expenses under \$25 are also encouraged and should be provided whenever possible.*)
- Domestic Travel: Members will be asked to book least cost economy airfares on U.S. carriers and schedule travel over a Saturday night whenever possible to secure lowest rates. (*Note: Whenever possible, USHBC meetings each October and March will be scheduled for Thursdays, Fridays and Saturdays to allow for lower priced travel.*)
- 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.
- Travel by train or bus will be reimbursed at actual cost.
- Any member traveling to a meeting by car will be reimbursed at the current official IRS rate (50.5 cents per mile as of January 2008) 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.
- The actual costs for three meals per day (up to a total of \$75 per day) will be reimbursed in full. There will be no reimbursement for alcoholic beverages or for incidental costs not related to USHBC business (such as movies, personal/business phone calls, etc.) Note: when a meal claim is made by one traveler for multiple travelers engaged in Council business, the name of all those travelers must be listed on the claimants expense claim or meal receipt.
- Members will receive reimbursement for actual costs for taxi/shuttle charges, bridge or highway tolls, tips, parking or other charges incidental to transportation, but excluding fuel, oil, automobile repairs or service fees.

## 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.