



## United Soybean Board Meeting USB Guest Expense Report

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

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

Address: \_\_\_\_\_

Meeting Name: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Itemized receipts must be attached and submitted 30 days after conclusion of the meeting attended. Please see attached USB travel guidelines for all expenses that are eligible for reimbursement.

Date	Description	Amount
<b>Total (a)</b>		

From/To	Miles	Rate	Total (b)

Overall Expenses Total (a) + (b):

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

**Submit to:**

Email: [finance@unitedsoybean.org](mailto:finance@unitedsoybean.org)

Mail: United Soybean Board

Attn: Finance

16305 Swingley Ridge Road, Suite 150

Chesterfield, MO 63017

**Guidelines for reimbursement of USB travel expenses are as follows:**

1. Air Travel: Domestic travel will be at the “coach/main cabin” fare. A detailed receipt and itinerary for the ticket must be attached to the expense report when requesting reimbursement.
2. Lodging: Lodging receipt(s) must be attached to the expense report when requesting reimbursement. Any meals over \$25 included on the hotel receipt must be accompanied by a detailed receipt.
3. Meals: Actual food and beverage expenses will be reimbursed up to a maximum of \$120 (one hundred twenty dollars) per day, including tips. Alcoholic beverages purchased with lunch or dinner are reimbursable. ***Detailed itemized receipts for all meals over \$25 (twenty-five dollars) are required.*** A list of attendees should be provided if the meal paid for includes others.
4. Personal Expenses: No expenses of a personal nature will be approved, i.e., movies, liquor, tobacco, magazines, books, laundry (unless traveler is continually traveling for more than five (5) days or is requested by USB to stay over longer than originally intended), etc.
5. Mileage: Round trip mileage reimbursements will be at the IRS official rate at the time of travel. If electing to travel by car, total reimbursement for mileage, meals, and lodging shall not exceed two (2) days’ travel each way (one (1) night out each way)
  - The rate for 2022 is \$0.62.5 per mile.
6. Taxi/Uber: USB will reimburse for taxi/Uber transportation costs to and from the airport and meeting venue. A receipt is required if an individual expense is over \$25.
7. Credit card receipts are not acceptable. If receipts are lost, please contact Nakia Wise at the USB office and we will be happy to work with you in those situations.
8. Spousal/companion travel expenses or any other contractor spousal/companion expenses cannot be reimbursed by USB.