

U.S. HIGHBUSH BLUEBERRY COUNCIL

Request for Expense Reimbursement Policy

(approved 10.24.22)

Requests for reimbursement of travel expenses shall be submitted via SAP Concur 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 President. 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 President will be submitted for approval by the USHBC Treasurer.
- Individuals will be required to book and pay for all airfare, travel (rental car, bus, train, etc.) and hotel room lodging charges. The USHBC will reimburse the claimant for one night's stay and parking (up to \$125) at an airport hotel prior to their actual departure day if their scheduled departure time is before 6:00am. Per diem will not be covered for this extra day. 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: Individuals will be asked to book least cost economy airfares on U.S. carriers.
- International Travel: Individuals 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 individual's home to the site of the meeting and return. Any non-Council related travel beyond these points will be the responsibility of the individual.
- Any individual 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. Rental cars will not be covered from point of arrival to and from the meeting location when a taxi or shuttle service is available. 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 (copies of original receipts will be accepted). USHBC Treasurer shall approve all expense vouchers of the President. The President shall approve all other member, alternate, committee member, and vendor expenses as well as those of USHBC employees under supervision of the President. Falsification of any expense report will be brought to the USHBC's attention for appropriate action.

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USHBC MEMBERS, ALTERNATES and COMMITTEE MEMBERS (Council and Non-Council Members)

- All USHBC Members, alternates and committee members serving, or any individual who is not a Council Member but is serving on a USHBC committee, task force, and/or advisory group, will receive reimbursement for meetings attended to conduct USHBC business. All expense claims and receipts will be submitted to the USHBC office for reimbursement.

STAFF

- Staff will follow the same reimbursement policy, 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.