

Blueberry Industry Leadership Program

Travel and Expense Guidelines

Travel

USHBC will reimburse coach airfare for Fellows to travel to scheduled events. Please try to schedule flights as early as possible to ensure the lowest possible rates.

All flights MUST be scheduled at least 14 days in advance of your departure dates or USHBC will not guarantee the reimbursement of the flight. (unless otherwise noted)

If you are tying in other travel with your flight for this program, would like to use miles, or have any other special flight needs, please contact us for approval **before** booking the ticket.

If you are local to an event and prefer to drive to a destination instead of fly, USHBC will reimburse for mileage on your personal vehicle per the government rate, in lieu of a flight. Please be sure to coordinate with USHBC about parking your vehicle and car rentals *before* you finalize your travel plans as we often begin and end in different locations.

Travel expenses such as airport parking and taxis to and from the airport also are reimbursable.

Lodging

During travel to the different cities, USHBC requires that all Fellows stay at the designated hotel in each city, even if they live in the vicinity.

Hotel room and tax will be covered on a master account for all scheduled program days. If you are unable to travel home after the program concludes, USHBC will cover lodging for that night as well.

Meals & Incidentals

Most meals will be group functions that are part of the program. Fellows will be responsible for incidental expenses, including laundry, bar tabs, occasional meals “on your own,” and other personal expenses incurred at the hotel. Items like room service, personal or group dinners arranged on your own, as well as other types of meals are not reimbursable.

Family and Friends

Spouses or companions are not permitted to travel with Fellows during regular sessions. We do encourage, however, that spouses or companions accompany fellows to the graduation, as fellows may find value in spouse participation. Spouse travel expenses, however, are not covered by the Program.