



United Soybean Board Guest Expense Report Form

Name: _____
Street Address: _____
City, State, Zip: _____

Date: _____
Purpose of Travel or Expense: _____

Itemized receipts must be attached and submitted 30 days after conclusion of the meeting attended. Please review the USB Policy Manual for full description of allowable expenses.

Date	Description	Amount
Total (a) :		\$ 0.00

From/To	Miles	Rate	Total (b)
		\$0.76	\$ 0.00

Overall Expenses Total (a)+(b)	\$ 0.00
-----------------------------------	---------

Signature: _____

Submit to:

Email: finance@unitedsoybean.org

Mail: United Soybean Board

Attn: Finance

16305 Swingley Ridge Road, Ste 150

Chesterfield, MO 63017



Some guidelines for reimbursement of USB travel expenses:
Please review the USB Policy Manual for full description of allowable expenses

- 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 \$200 per day, including tips. Alcoholic beverages purchased with lunch or dinner are reimbursable. **Itemized receipts for all meals over \$25 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.
- 5. Mileage:** USB reimburses mileage at the IRS standard mileage rate for business use. From and To locations must be included as well as the amount of miles.
 - The 2026 rate is \$0.76 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. Spousal/companion travel expenses or any other contractor spousal/companion expenses cannot be reimbursed by USB.**
- 8. Credit card statements are not acceptable as a receipt. If receipts are lost, please contact the Finance Department at USB and we will be happy to work with you.**