



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 (two hundred dollars) per day, including tips. Alcoholic beverages purchased with lunch or dinner are reimbursable. 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.
- 6. Mileage:** USB reimburses mileage at the IRS standard mileage rate for business use (for 2025, \$0.70). From and To locations must be included as well as the amount of miles.
- 7. 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.
- 8. Internet/Phone:** Internet and phone will be reimbursed at \$25 (twenty-five dollars) per service, per month. Max of 2 services per month.
- 9.** Credit card statements can be used if receipts are lost, with prior approval from USB Finance.
- 10.** Spousal/companion travel expenses or any other contractor spousal/companion expenses cannot be reimbursed by USB.