Some guidelines for reimbursement of USB travel expenses:

Please review the USB Policy Manual for full description of allowable expenses

1. Expenses: Please include all ordinary and necessary travel expenses to be reimbursed. Expenses over $25 require a receipt.

2. USB provides travel reimbursement for up to two (2) QSSB staff members and/or Board members to attend USB-convened Board meetings and other approved events, as applicable.

3. Travel-General: All travel reimbursement requests must contain the business purpose of the travel. If combined with other travel, only expenses that would have been incurred exclusively for USB will be reimbursed. No expenses covered by another entity will be reimbursed by USB. For USB meetings that require registration, participants should make every effort to notify USB's meeting organizer if they will not attend the meeting for which they have registered. If notification is not provided, the participant may be responsible for the lodging charges.

4. Expense Report Total: Enter this amount in the Total Expenses to be Reimbursed on the Smartsheet form.

5. Air Travel: Air travel should be reserved at least seven days in advance, if possible, to reduce the cost of the travel. Domestic travel will be at the "coach/main cabin" fare. USB will reimburse for upgrades such as priority boarding and extra leg room. A detailed receipt and itinerary for the ticket must be attached to the expense report when requesting reimbursement. Exceptions are subject to appropriate approval.

6. Lodging: If not already covered by a USB registration link, reimbursement is limited to the hotel's authorized group rate for one individual. 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.

7. Food & Beverage: 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. **Detailed itemized receipts for all meals over $25 are required.** A list of attendees should be provided if the meal paid for includes others. When meal are provided of the attendee's function, individual meal expenses away from the function will not be reimbursed unless the traveler indicates on their registration form that they will not be participating in the group meal.

8. Personal Expenses: No expenses of a personal nature will be approved, i.e., movies, liquor, tobacco, magazines, books.

9. Mileage: Round trip mileage reimbursements will be at the IRS official rate at the time of travel. Please provide support of the number of miles driven and being reimbursed (Google Maps, Mapquest, etc.). If electing to travel by car, total reimbursement for mileage, meals, and lodging shall not exceed two days' travel each way (one night out each way).

- The 2026 rate is $0.76 per mile.

10. 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.

11. Spousal/companion travel expenses or any other contractor spousal/companion expenses cannot be reimbursed by USB.

12. 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.

13. QSSB staff and/or board members **must** submit the USB Meeting Application Form for QSSB Reimbursed Travel and receive approval prior to the meeting dates in order to be reimbursed for eligible travel expenses; failure to do so will result in USB being unable to provide reimbursement.