

NATIONAL PORK BOARD NON-EMPLOYEE EXPENSE REPORT

PLEASE PRINT

Check Payable To:	Date Expenses Incurred: <i>March 3-6, 2020</i>	FOR ACCOUNTING USE: Vendor No.:
Address:	Name of Event: <i>2020 National Pork Producers (Pork Act) Delegate Body</i>	
Address:	Trip Destination: <i>Kansas City, Missouri</i>	
City/State/Zip		
Phone No.		

NPB will reimburse for actual transportation expenses ONLY. Mileage should not exceed the cost of a coach class airline ticket.

DETAILED RECEIPTS ARE REQUIRED.

EXPENSES FOR	SUN	MON	TUES	WED	THUR	FRI	SAT
Plane (Receipt/Itinerary)							
Baggage Fees (1 bag only)							
Breakfast							
Lunch							
Dinner							
Air Ground Transportation							
Mileage (in miles)							
Mileage Rate (in \$ @ .575/Mile)							
Parking							
Acct 6032-000-101-0 TOTALS							

*Must be documented on Page 2.

NPB NON-EMPLOYEE TRIP ACTIVITY DOCUMENTATION (FOR AUDIT PURPOSES)

I certify that terms reported on this expense report are accurate, necessary, and comply with NPB policies.

Traveler Signature _____ Date _____

Authorization Signature _____ Date _____

Total Trip Expenses	\$	-
Less Airfare:	\$	-
Balance Due Non-Employee	\$	-
For Accounting Use Only Account #: _____ Approved By: _____		

Please return to: Denise Ackley, National Pork Board, dackley@pork.org

