

## **2020 Pork Forum - Unincorporated States Reimbursable Expenses for Pork Act Delegates**

An expense form will be included in your delegate manual. To receive reimbursement, complete the expense form and:

1. Attach receipts, sign and date your expense report.
2. Attach written ITA price comparison quote if driving instead of flying.
3. Submit prior to May 1, 2020.

### **Air Travel**

- Airfare is billed directly to the National Pork Board from the travel agency (ITA). No out-of-pocket expense.
- Baggage fees for 1 checked bag.

### **Lodging** (Check-in: March 4<sup>th</sup>, Check-out: March 6<sup>th</sup>)

- Room expenses at the Sheraton Hotel will be direct billed to NPB.
- Other lodging reimbursement not to exceed \$189/per night plus applicable taxes and fees.
- Out-of-pocket expenses are at your expense upon check-out.

### **Airport Transportation Allowance – Kansas City International**

Please use the most economical option available and carpool if schedules allow.

- **Uber, Lyft, Cab fare,**

### **Parking**

- Airport parking for up to 4 days.
- Hotel self-parking overnight is \$20

### **Car Mileage**

- Flying to Kansas City: Between home and airport at .575 cents/mile. If flying from an alternate airport (vs. your home airport) please contact Pork Board in advance to discuss mileage reimbursement.
- If driving from your home: There are often situations where the cost of driving exceeds the cost of a plane ticket. You will be reimbursed for the lowest cost method of transportation.

### **For price comparison:**

1. Call ITA (1-800-732-9402) to request a written quote on airfare. This dollar amount is the maximum amount of mileage reimbursement you would receive. You will be reimbursed the lesser amount, either actual mileage or flight quote/other travel costs. Submit this quote with your expense form.
2. Call Denise Ackley at the National Pork Board (toll free 1-800-456-7675, ext 2763) to discuss the mileage reimbursement if you have questions.

**No reimbursement** for personal expenditures such as in-room TV movies, magazines, mini-bars.