

NATIONAL PORK BOARD NON-EMPLOYEE EXPENSE REPORT

PLEASE PRINT

Check Payable To:	Date Expenses Incurred: From: _____ To: _____	FOR ACCOUNTING USE: Vendor No.:
Address:	Name of Meeting(s)/Event(s): Pork Forum 2021	
Address:	Trip Destination:	
City/State/Zip		
Phone No.		

Destination/Purpose of Travel:

EXPENSES FOR	SUN	MON	TUES	WED	THUR	FRI	SAT	
HOTEL (Room/Taxes)								X
BREAKFAST/TIPS								
LUNCH/TIPS								
DINNER/TIPS								
PLANE (Receipt & Itinerary)								
TAXI/LIMO								
MILEAGE (in miles)								
MILEAGE (in \$ @ .575/Mile)								
PARKING								
PHONE								
OTHER EXPENSES*								
ENTERTAINMENT								
TOTALS								
TOTALS BY ACCOUNT #								
ACCOUNT #								
ACCOUNT #								
ACCOUNT #								

*Must be documented on back side.

NPB NON-EMPLOYEE TRIP ACTIVITY DOCUMENTATION (FOR AUDIT PURPOSES)
(More Space on Back Side)

Location	Trip Date	Specific Expense	Event Attended - Purpose of Trip - People Contacted - What was Discussed

Total Trip Expenses	TOTAL
Deduct Airline Purchased by Pork Board	_____
Balance Due Non-Employee	_____
For Accounting Use Only	
Account #:	_____
Approved By:	_____

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

Traveler Signature _____ Date _____

Authorization Signature _____ Date _____

Travel Policies

- 1). Itemized Receipts are required for all expenses
- 2). Expenses held in excess of 30 days will be disallowed