



2025 Travel Reimbursement Policy

Thank you for traveling to the National Pork Industry Forum. We are grateful for your commitment to this event and the pork industry. Please review the following guidelines for expense reimbursement. National Pork Board (NPB) will pay for all travel expenses falling within these guidelines that are incurred during your travel to Orlando, Florida.

Expense Reimbursement Guidelines

1. All airline travel is to be coordinated through the NPB travel agency International Travel Associates (ITA).
 - If NPB was directly billed for your flight by ITA, do not list the cost of your airline ticket on the expense report form.
 - If you purchased your own flight, attach a copy of your airline flight itinerary and receipt to the expense report form.
 - NPB will reimburse the cost of up to two (2) checked bags. You must attach your baggage receipt to the expense report form.
 - If you decide to extend your stay beyond the meeting dates (March 11-14), please request a cost comparison from ITA and email it to Stephanie Gunn at sgunn@pork.org. The comparison should show the flight cost aligned with the meeting dates and times. If the cost of your extended-stay ticket exceeds this comparison, you must reimburse NPB for the difference by postmarked 11:59 p.m. CT on April 14, 2025, via cash or check.

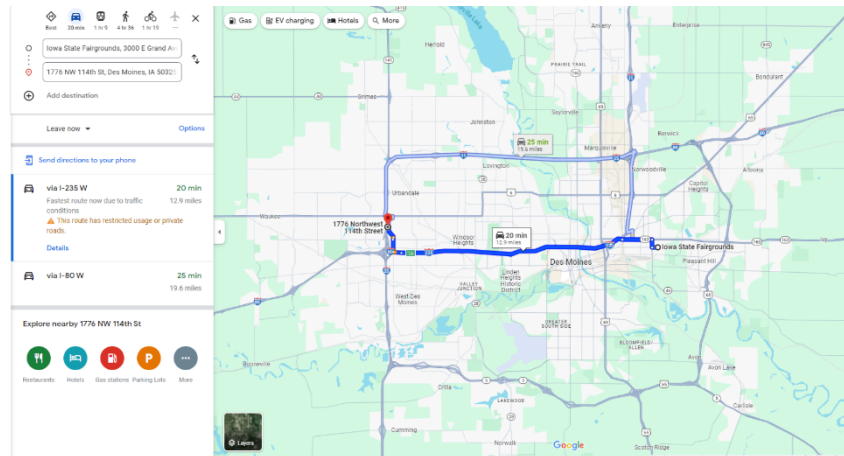
Please send the payment to:

National Pork Board
ATTN: Stephanie Gunn
1776 NW 114th st
Des Moines, IA 50325

2. All reasonable meal costs will be reimbursed.
 - Itemized receipts are required for ALL meal reimbursements.
 - The reimbursement limit for meal costs (including tax, tip and beverage) is \$140 per person per day for all meals (breakfast, lunch and dinner).
 - A maximum of two (2) alcoholic beverage drinks per person, per day with dinner will be reimbursed.
3. If a meal is provided at the event, NPB will not reimburse for meals eaten elsewhere. The following meals will be provided:
 - Wednesday, March 12 evening meal
 - Thursday, March 13 midday and evening meal
 - Friday, March 14 breakfast

4. NPB will reimburse trip mileage up to the cost of the equivalent discounted airfare and other reasonable out of pocket expenses for travelers who drive instead of fly. Please document the equivalent discounted airfare through ITA prior to leaving or starting travel.
 - As of January 1, 2025, the personal vehicle mileage reimbursement is the IRS rate of 70 cents per mile.
 - You must submit an image of your route for all mileage expenses. The image shall depict the exact route taken and the total miles driven.

Example:



5. Personal entertainment expenditures, such as in-room TV movies, magazines, mini-bars, etc. will not be reimbursed.
6. NPB cannot reimburse spouse-related expenses. Questions should be directed to Stephanie Gunn (sgunn@pork.org).
7. Please submit expenses within 30 days of the occurrence.
8. Use the National Pork Board's expense report form. You must sign and date your expense to be reimbursed.
9. Please attach ALL itemized receipts when submitting your expense report (copies are acceptable).

For any attendees who plan to stay in Orlando before or after National Pork Industry Forum has started or ended, NPB will not reimburse for any expenses incurred during your additional time. Any hotel, rental car or parking expenses will be prorated if additional expenses are incurred after Forum is adjourned.

For example, while we encourage using a ride-share program or taxi, there may be instances where a car rental is necessary. If a rental car is \$100/day, and the car is rented from March 12-19, 2025 (\$800), NPB will only reimburse for the charges from March 11-14 (\$400).

If you have any questions regarding the reimbursement policy, please contact Stephanie Gunn at sgunn@pork.org or 515-223-2609. Email your completed expense report to forum@pork.org.





National Pork Board Non-Employee Expense Report

(NPB Staff Only) Account #: _____

Date Expense Incurred

From: _____ To: _____

Destination/Purpose of Travel: **Orlando, Florida**

Name of Meeting/Event: **Pork Forum 2025**

Total: _____

Please fill out this administrative info:

Check Payable To: _____

Address: _____

Address 2: _____

City: _____ State: _____ Zip: _____

Phone: _____

(Staff Only) Project Affiliated: _____

Preferred Payment Option: Check ACH



Expenses For	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hotel (Room/Taxes)							
Breakfast/Tips							
Lunch/Tips							
Dinner/Tips							
Plane (Receipt & Itinerary)							
Taxi/Limo/Rideshare							
Mileage (In Miles)							
Mileage (In \$ at /mile)							
Parking							
Phone							
Other Expense*							
Entertainment							
Totals							

*For other expenses, please provide more details

Signature _____ Date _____

Staff Signature _____ Date _____