



## 2026 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 Kansas City, Missouri.

### 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 4-6), please request a cost comparison from ITA and email it to Jenny Araquistain at [jaraquistain@pork.org](mailto:jaraquistain@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. CDT on April 6, 2026, via cash or check.

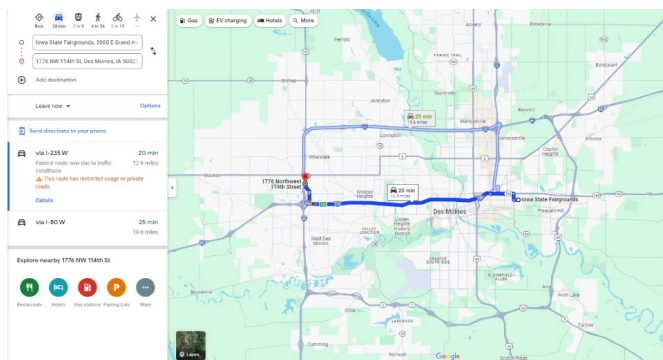
Please send the payment to:

National Pork Board  
ATTN: Jenny Araquistain  
1776 NW 114<sup>th</sup> 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 4 evening meal
  - Thursday, March 5 midday and evening meal
  - Friday, March 6 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, 2026, the personal vehicle mileage reimbursement is the IRS rate of 72 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 Jenny Araquistain at [jaraquistain@pork.org](mailto:jaraquistain@pork.org).
7. Please submit expenses within 30 days of the occurrence.
8. Sign and date the National Pork Board expense report (below).
9. Please attach ALL itemized receipts when submitting your expense report (copies are acceptable).

For any attendees who plan to stay in Kansas City 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 1-8, 2026 (\$800), NPB will only reimburse for the charges from March 4-6 (\$300).

If you have any questions regarding the reimbursement policy, please contact Jenny Araquistain at [jaraquistain@pork.org](mailto:jaraquistain@pork.org) or 515-223-2635. Email your completed expense report to [forum@pork.org](mailto:forum@pork.org).



## National Pork Board

1776 NW 114<sup>th</sup> Street, Clive, Iowa 50325 | 800-456-7675 | 515-223-2600 | [porkcheckoff.org](http://porkcheckoff.org) | [tastewhatporkcando.com](http://tastewhatporkcando.com)

# DIRECT DEPOSIT AUTHORIZATION AGREEMENT (CREDIT)

*This is my authorization to the National Pork Board to automatically credit my bank account.*

You must attach a voided check copy for a checking account; a deposit slip copy is only acceptable for a savings account.

This direct deposit form should be emailed to [forum@pork.org](mailto:forum@pork.org) in the same email as your Forum-specific, non-employee expense report before 11:59 p.m. CDT on April 6, 2026.

New      Change

Bank Name: \_\_\_\_\_

Bank Routing/Transit #: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Account Type (Checking/Savings): \_\_\_\_\_

Name (Payable To): \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

*I understand this authorization will remain in effect until it's replaced with a new agreement due to a change in bank/account information, etc.*

*I understand that if corrections are necessary, they may involve adjustments (either credit or debit) to my account.*

**THIS AUTHORIZATION IS NONNEGOTIABLE AND NONTRANSFERABLE.**

Pork Act Delegate or Speaker Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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# NON-EMPLOYEE EXPENSE REPORT

## PORK ACT DELEGATE OR SPEAKER INFORMATION

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## DATE EXPENSE(S) INCURRED

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

## TRAVEL INFORMATION

Destination/Purpose of Travel: Kansas City, Missouri

Name of Meeting /Event: 2026 National Pork Industry Forum

Total Expenses Incurred: \_\_\_\_\_

(Non-employee Expense Report Is Below With Fillable Form)

## PAYMENT\* PAYABLE TO:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address 2: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

*\*NEERs are on a Net-30 pay schedule. Payment will be sent via check if you have not been set up with ACH at the National Pork Board.*

*Email Jenny at [forum@pork.org](mailto:forum@pork.org) or call (515) 223-2635 if you have not received payment within 45 days.*

**Email completed form and itemized receipts to [forum@pork.org](mailto:forum@pork.org).**

### INTERNAL USE ONLY

NPB Staff Initials: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Project: FORUM - 2026 Milestone: Travel



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# NON-EMPLOYEE EXPENSE REPORT

## MEAL DAILY SPENDING LIMIT

- If your travel begins...
- Before 10 a.m.: \$140
  - Between 11 a.m.– 1 p.m.: \$120
  - After 1 p.m.: \$80

## BEVERAGE GUIDELINES

- Maximum of two (2) alcoholic beverages per person with an evening meal
- Must provide itemized receipt

## 2026 MILEAGE RATE

- \$0.725/mile for personal car only
- Attach map showing trip mileage
- Submit gas and any toll receipts when using a rental car

**ALL expenses require an itemized receipt. Expenses turned in without itemized receipts will be rejected.**

EXPENSES FOR	MAR 3 (TUES)	MAR 4 (WED)	MAR 5 (THU)	MAR 6 (FRI)	
Breakfast/Tips				MEAL PROVIDED	
Lunch/Tips			MEAL PROVIDED		
Dinner/Tips		MEAL PROVIDED	MEAL PROVIDED		
Airline Travel (Include Itinerary)					
Taxi/Rental/Rideshare					
Mileage (In Miles)					
Mileage Total (@ /mile)					
Other Expense (Provide Details Below)					
Details of 'Other Expense' (If Applicable)					
Daily Totals					TOTAL EXPENSES

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

NPB Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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