

# 2026 Potatoes USA BOARD MEMBER EXPENSE REPORT

Name:	Report Date:	Meeting Dates:
Address, City, State:	Business Purpose and Location:	
Date and Actual Time left home (include am or pm):		For Office Use Only
Date & Actual Time return home (include am or pm): (Please include only days spent on Board business.)		M&IE Rate
Identify & list expenses incurred while on Board business: (Please provide a brief explanation.)		Day
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		L
		D
		I
RECEIPTS REQUIRED FOR ALL EXPENDITURES OVER \$50		Per Diem:
Personal vehicle miles - Effective 1/1/2026 is \$0.725/mile		Totals
		-
Taxis, tolls, shuttle, etc.		Mileage:
1st Bag Fee (Receipt required)		Ground:
Lodging (Receipt required)		Baggage:
Other (parking, car rental, etc.)		Lodging:
Board Member Signature:		Other:
see attached		Total:
Approved by:	Date:	Adjust:
Approved by:	Date:	Total Due: \$
<b>NOTE: Expense report MUST be filed within 60 days of date expenses incurred for reimbursement.</b>		Code(s):
		<b>Potatoes USA</b> <b>3675 Wynkoop Street</b> <b>Denver, CO 80216</b>