


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																																	
		<div style="text-align: center;">M&IE Rate</div> <table border="1"> <tr> <td>Day</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>B</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>L</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>D</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>I</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>				Day						B						L						D						I					
Day																																			
B																																			
L																																			
D																																			
I																																			
Date & Actual Time return home (include am or pm): (Please include only days spent on Board business.)																																			
Identify & list expenses incurred while on Board business: (Please provide a brief explanation.)																																			
RECEIPTS REQUIRED FOR ALL EXPENDITURES OVER \$50																																			
Totals																																			
Personal vehicle miles - Effective 1/1/2026 is \$0.725/mile																																			
	-																																		
Taxis, tolls, shuttle, etc.																																			
1st Bag Fee (Receipt required)																																			
Lodging (Receipt required)																																			
Other (parking, car rental, etc.)																																			
Board Member Signature:																																			
<i>see attached</i>																																			
Approved by:	Date:																																		
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NOTE: Expense report MUST be filed within 60 days of date expenses incurred for reimbursement.																																			
		Potatoes USA 3675 Wynkoop Street Denver, CO 80216																																	

Day

B

L

D

I

Per Diem:

Mileage:

Ground:

Baggage:

Lodging:

Other:

Total:

Adjust:

Total Due:

Code(s):

-

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