

Clydesdale Breeders of the United States of America

Policy & Procedures

POLICY FOR MEALS & TIPS REIMBURSEMENT WHILE ON OFFICIAL CBUSA BUSINESS

PURPOSE

This policy is established to regulate meals and tips reimbursement for Clydesdale Breeders of the United States (CBUSA) employees while on official CBUSA business.

MEAL EXPENSES INCURRED REQUIRING OVERNIGHT TRAVEL

The CBUSA Board of Directors will reimburse or prepay through pre-registration fees for employees' meal expenses incurred during a normal meal period and while on official CBUSA business requiring overnight travel. These meals are to be paid/reimbursed at no greater than the per diem rate schedule as determined by the U.S. General Services Administration, for the year and primary destination city, of the CBUSA business related event, following submission of a request for reimbursement for authorized meal expenses, including dates, destination locations, and with or without actual expense receipts. Reimbursement for meals to an individual who is not a CBUSA employee, must be pre-approved by the Board of Directors. This policy does not include reimbursement for family members, or other non-approved individuals.

MEAL EXPENSES INCURRED FOR TRAINING SESSIONS, MEETINGS, EVENTS & CONFERENCES

Upon prior written authorization of the CBUSA Board of Directors, payment or reimbursement will be allowed for selected pre-registration fees that include the cost of a meal held during a normal meal period, and for selected non-pre-registration meal costs for employees to attend training sessions, meetings, and conferences related to official CBUSA business which does not require overnight travel. Paid receipts for authorized meals shall be submitted with requests for reimbursement for official CBUSA business which does not require overnight travel.

TIPS FOR MEALS

Tips for meals approved for payment/reimbursement while on official CBUSA business will be paid/reimbursed up to a rate of 18% of the total bill for food and non-alcoholic beverages upon presentation of receipt showing amount of tip paid.

DUPLICATE MEALS

Duplicate meals shall not be reimbursable, if meals are included in registration fees.

Adopted February 11, 2020

Clydesdale Breeders of the United States of America

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POLICY FOR TRAVEL AND/OR LODGING REIMBURSEMENT WHILE ON OFFICIAL CBUSA BUSINESS

PURPOSE

This policy is established to regulate lodging and/or travel mileage reimbursement for Clydesdale Breeders of the United States (CBUSA) employees while on official CBUSA business.

LODGING EXPENSES INCURRED REQUIRING OVERNIGHT TRAVEL

The CBUSA Board of Directors will reimburse or prepay lodging expenses for employees incurred while on official pre-approved CBUSA business requiring overnight travel. Reimbursement for lodging to an individual who is not a CBUSA employee, must be pre-approved by the Board of Directors. This policy does not include reimbursement for extra rooms or room fees related to family members, or other non-approved individuals. Paid receipts for authorized lodging shall be submitted with requests for reimbursement for official CBUSA business.

MILEAGE EXPENSES INCURRED FOR TRAINING SESSIONS, MEETINGS, EVENTS & CONFERENCES

Upon prior written authorization of the CBUSA Board of Directors, payment or reimbursement for travel mileage will be allowed for pre-approved travel to training sessions, meetings, events or conferences related to official CBUSA business, whether single or multiple day travel, for CBUSA employees, or other individuals pre-approved by the CBUSA Board of Directors.

Ground travel reimbursement calculated applying the IRS Standard Mileage Reimbursement Rate for the year (2019 = \$0.58/mile) following submission of a request for reimbursement, including travel dates, destination locations, and with or without actual expense receipts.

Air travel reimbursement based on submission of a request for reimbursement, including travel dates, destination locations, and with actual expense receipts.

Adopted February 11, 2020