



COTTON FARM *Tour*

OCTOBER 5-7

REIMBURSEMENT INFORMATION

IMPORTANT: Request and save itemized receipts for all reimbursable expenses. You may submit clear scanned or photographed copies after the tour.

HOTEL

Cotton Incorporated will cover your hotel room, taxes and Internet access at the **Hyatt Centric Beale Street**. Guests are responsible for incidental charges. Two nights of accommodations are provided (October 5-6). Guests traveling from the West Coast may be eligible for an additional hotel night and approved meal reimbursement (see *Meals*).

MEALS

Meals are provided throughout the Farm Tour. If you choose not to participate in a scheduled group meal, an alternate meal will not be reimbursed. Please keep itemized receipts for all eligible meal reimbursements.

ELIGIBLE MEAL REIMBURSEMENTS INCLUDE:

Travel to Memphis

Breakfast: Up to \$30 (tax and gratuity included) if your departing flight leaves before 8:00 a.m.

Lunch: Up to \$35 (tax and gratuity included)

West Coast travelers: May be eligible for dinner the evening before the tour (up to \$65, including one alcoholic beverage).

During the Tour

Breakfast, lunch and dinner are provided as part of the Farm Tour.

Travel Home

Dinner: Up to \$65 (tax and gratuity included) if your return flight lands after 6:30 p.m. One alcoholic beverage is included.

TRANSPORTATION

Eligible transportation reimbursements include: Airport parking at your departure airport, Uber/Lyft or taxi transportation between your home and departure airport, or Uber/Lyft or taxi transportation from the Memphis airport to the Hyatt Centric Beale Street upon arrival. Transportation during the Farm Tour, including group transportation to the Memphis airport on the final day, will be provided by Cotton Incorporated.

RECEIPT SUBMISSION

Upon arrival, you'll receive a reimbursement packet with a prepaid envelope and reimbursement form. A fillable digital form will also be available. Submit your completed reimbursement form and itemized receipts by giving them to a Cotton Incorporated representative before departing, mailing them in the prepaid envelope, or emailing the fillable form with scanned or photographed receipts. **Reimbursement requests must be received by Monday, November 16, 2026.** Please allow up to 30 days for processing.