



SURF FOUNDATION BOARD OF DIRECTORS Travel Expense Reimbursement Overview

SURF Foundation Mission: *Supporting the advancement of world class science and inspire learning across generations.*

Reimbursement for travel expenses for the SURF Foundation Board of Directors using U.S. General Services Administration (GSA) rates. GSA rates are updated annually for the federal fiscal year, starting October 1.

Travel expense reimbursement guidelines:

1. A travel expense report form should be submitted to SURF by the 5th of the month to receive reimbursement on the 15th of the month. A check will be mailed to the address listed on the expense report. Please verify the address is correct.
2. Receipts must be submitted with the expense report. Scanned/copied receipts will be accepted.
3. Lodging – There are currently two hotels in the area that can be reserved by SURF staff and direct billed. Lodging booked this way should be noted when expenses are reported—no lodging charges will go to the traveler. Should the traveler prefer to make their own arrangements, receipts can be submitted with an expense report for reimbursement at GSA rates. Exceptions may be made with approval when events in the area cause higher-than-usual rates at local hotels.
4. Meals will be reimbursed at the GSA rate which includes a 75% rate for travel days—no receipts are needed for reimbursement. Meals provided by SURF during the trip should be noted on the expense report and will be excluded from reimbursement.
5. Short travel days may not be eligible for meal reimbursement.
6. Car rental – Insurance is not covered by reimbursement. Fuel will be reimbursed with proof of purchase (receipt).
7. Mileage for personal vehicles used for a trip can be reimbursed at the GSA rate using Google Map’s shortest distance online.
8. Taxi - Tips for taxis are capped at 15%.

Meals and Incidental Expenses (M&IE) as of October 1, 2022

Federal	Breakfast	Lunch	Dinner	IE	Total or *75%
Lead / Deadwood / Spearfish	\$17	\$18	\$34	\$5	\$ 74 / * \$55.5
Rapid City	\$14	\$16	\$29	\$5	\$ 64 / * \$48

* The first and last calendar day of travel is calculated at 75%.

Lodging

Primary Destination	County	Max lodging by Month (excl taxes)		M&IE
Lead / Deadwood / Spearfish	Lawrence	\$98, Oct 1-May 30	\$157, Jun 1-Sep 30	\$61
Rapid City	Pennington	\$98, Oct 1-May 30	\$169, Jun 1-Aug 31	\$61

Federal (IRS) Mileage is \$0.625 / mile, effective 10/1/22

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

The SURF Foundation administrative assistant is available to help as needed. If you have any questions about travel expense reimbursement, please contact mknight@sanfordlab.org or call (605) 722-4022.