

## South Dakota Science and Technology Authority

This checklist is a reminder of the essential information and receipts needed for you to complete a travel expense report upon completion of your trip. Please submit your travel expense report for reimbursement as soon as possible to facilitate entering the expense in the correct month that the expenses were incurred. For additional information concerning travel regulations, consult the policies and procedures manual or contact the Accounting & Finance Office in the Business Services Department. Being thoroughly informed about current regulations before traveling will help avoid delays in travel reimbursement or non-reimbursement for some items.

- **Business-Related Travel** – prior to trip, a “Commitment for Travel Expense Form” must be completed and approved by your supervisor. Provide a signed copy to the Accounting & Finance Office. Travel forms located in DocuShare.
- **Job-Related Education and/or Training** – prior to a trip, a “Commitment for Travel Form” must be completed and approved by your supervisor. Provide a signed copy to the Accounting & Finance Office. *(Approval by federal funding agency may apply.)*
- **Reservations for lodging and/or car rental** – these are NOT to be made through a third party as their charges are Unallowable.
- **Date/Time of Departure and Return and purpose of travel** – how does this benefit the project?
- **Personal Vehicle Mileage** – shortest distance from 630 E. Summit St., Lead, SD. Justification is required for extra mileage (IRS federal mileage allowance is \$0.625/mi and state mileage allowance is \$0.51/mi) for federal and state fiscal year 2022. Refer to Google Maps for mileage distance. *(Use standard miles of 57.2 for distance between Lead and Rapid City Airport.)*
- **Rental Car Justification** – if renting a larger or more expensive vehicle, a written justification is required. Be sure to decline any rental car insurance coverage offered; it is an unallowable expense. Fill the vehicle with gas before returning.
- **Taxi and/or Shuttle Fare** – provide original receipts *(tip limit – 15%)*.
- **Airport Parking Receipt** – provide original receipts *(use long term parking)*.
- **Airline Ticket** – provide original passenger receipt along with proof of payment. *(A photocopy of the e-ticket receipt is acceptable)*.
- **Motel/Hotel Lodging** – original receipt must be itemized showing daily total and grand total. Provide a written explanation of phone calls/internet charges (reimbursed only if a business-related expense). The daily rate (without taxes included) must be at or under the GSA rate, daily lodging allowance. All federally funded travel is only reimbursed up to GSA rates.
- **Meals** – per diem amount in lieu of actual expense; however, alcohol; is an unallowable expense. Per diem is based on GSA rates. On the first and last calendar day of travel, the per diem rate for meal reimbursement is calculated at 75% of the GSA rate). Deduct appropriately meals provided. Only reimbursed if travel is over 12 hours. For SDSTA Board of Directors, per diems are based on state rates not GSA.
- **Course or Conference Registration Fee** – provide original receipt.
- **Meeting Agenda/Program** – provide a copy of the agenda/program; should include meeting dates, locations and basic description. Attach to expense report.

Complete an SDSTA Expense Report upon completion of trip using the information provided on this checklist. A completed expense report with appropriate original receipts and other expense-related items should be forwarded to the Accounting & Finance Office. Authorized individuals must sign the document before submitting.

**Revision History**

<b>Rev</b>	<b>Date</b>	<b>Section</b>	<b>Paragraph</b>	<b>Summary of Change</b>	<b>Authorized by</b>
01	12/2/2022	NA	NA	Initial Release	CCR 656