



SURF Advisory Committees Travel Expense Reimbursement Overview

Reimbursement for travel expenses for our SURF Advisory Committees will follow the U.S. General Services Administration (GSA) rates. Please note, GSA rates are updated annually for the fiscal year, starting October 1.

Things to note about travel expense reimbursement:

1. A travel expense report form will need to 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 make sure it is correct. The SDSTA Administrative Services/Accounting Finance Offices are available to help as needed.
2. Receipts will need to be submitted with the expense report. Scanned/copied receipts will be accepted.
3. Lodging - A few hotels in the area can be reserved by the SDSTA Administrative Services Office and direct billed to SDSTA. Lodging booked this way should be noted when expenses are reported—no lodging charges will go to the traveler. Should the traveler wish 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%.

If you have any questions about travel expense reimbursement, please contact Mandy Knight at mknight@sanfordlab.org or call (605) 722-4022. We are happy to assist!