

# SOUTH DAKOTA BOARD OF REGENTS

## Policy Manual

**SUBJECT:** Employee Travel

**NUMBER:** 5:12

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### 1. General Travel

Travel by staff and faculty members to professional, scientific and educational meetings for the purpose of instructional improvement, professional advancement or official business is subject to the following provisions:

- A. All travel shall conform to the Board of Finance Administrative Rules set forth in Rule 5:01, Chapter 5:01:02.
- B. Travel policies shall be clearly stated by each institution. The institution shall designate authorizing agents responsible for travel approval.

### 2. Out-of-State Travel

- A. Out-of-state travel requests must include a description of the travel, location of travel, dates of travel, estimated costs, and a disclaimer stating that the employee is responsible for reimbursing their institution for any and all expenses that are non-refundable if the employee is not able to attend the scheduled meeting.
- B. Out-of-state travel approvals must be signed by the employee and the designated authorized agent (as noted below) prior to travel arrangements being made.
- C. Out-of-state travel requests for university personnel shall be signed by the employee making the request, the department head, the dean, the president or other authorized institutional officer designated by the president.
- D. Out-of-state travel requests for the South Dakota School for the Deaf and South Dakota School for the Blind and Visually Impaired shall be signed by the employee making the request and the Superintendent.
- E. Out-of-state travel requests for the Executive Director's office personnel shall be signed by the employee making the request and the Executive Director or his assigned designee.

### **3. Mode of Travel**

- A. In-state travel shall be made utilizing Fleet and Travel vehicles when available or via State Airplane, if allowed. If these modes of travel are not available, personal auto mileage will be reimbursed at the high mileage rate. Documentation of availability must be presented in order for the employee to be reimbursed at this higher rate.
- B. Out-of-state travel shall be made utilizing the most cost efficient mode of travel: Commercial Air or Fleet and Travel vehicle. If Commercial Air travel is utilized, coach travel is recommended. First Class air travel shall not be allowed except when no other class is available.

### **4. Allowable Travel Expenditures**

- A. Per diem meal rates and allowable motel rates are established by the Secretary of State. These rates are listed for in-state and out-of-state travel in Rule 5:01 (ARSD 5:01:02).
- B. Employee travel reimbursement requests, such as hotel, taxi, parking, baggage, etc., must include itemized receipts for all reimbursable expenses.

**SOURCE: BOR, April 1978, P. 630; BOR, June, 1978, P. 814, Revised, April 1992; ARSD 5:01:02; BOR, December 1998; BOR December 2010.**