

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Employee Travel

NUMBER: 5:12

A. PURPOSE

To provide staff and faculty members of the South Dakota Board of Regents guidance on the allowable expenses and reimbursement as determined by the state of South Dakota where it pertains to in-state and out-of-state travel.

B. DEFINITIONS

1. Per diem: An allowance or payment made to cover travel expenses.

C. POLICY

1. General Travel

It is the policy of the Board of Regents that all travel by staff and faculty members to professional, scientific, and educational meetings for the purpose of instructional improvements and professional advancement is subject to the following provisions:

- All travel shall conform to the Board of Finance Administrative Rules set forth in Rule 5:01, Chapter 5:01:02.
- Travel policies shall be clearly documented by each institution. Travel approvals should be authorized by supervisors or designated individuals.

2. Out-of-State Travel

- 2.1. 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.
- 2.2. 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.
- 2.3. 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.
- 2.4. 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 or the assigned designee

- 2.5. 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 the assigned designee.

3. Mode of Travel

- 3.1. In-state travel shall be made utilizing Fleet and Travel vehicles when available or via university or state airplane, if allowed.
 - 3.1.1. If state fleet vehicles 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.
 - 3.1.2. If a personal vehicle is used for travel when other options are available, reimbursement will be made at the standard mileage rate.
 - 3.1.3. Mileage will be reimbursed up to the maximum allowable amount based on standard mileage between travel points when traveling in state unless documentation of additional mileage is presented.
- 3.2. 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

- 4.1. 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 5:01:01).
- 4.2. Employee travel reimbursement requests, such as hotel, taxi, parking, baggage, etc., must include itemized receipts for all reimbursable expenses less the amount of fees, taxes, or tips as described in SDCL 3-9.

FORMS / APPENDICES:

None.

SOURCE:

BOR April 1978; June 1978; April 1992; ARSD 5:01:02; BOR December 1998; BOR December 2010; SDCL 3-9; BOR October 2017.