

SOUTH DAKOTA BOARD OF REGENTS

Budget and Finance

AGENDA ITEM: 7 – M

DATE: October 3-5, 2017

SUBJECT: BOR Policy 5:12 – Employee Travel (Emergency Approval)

Attached are proposed changes to BOR Policy 5:12 – Employee Travel. The policy has been updated to include the purpose of the policy and definitions and put in the new format. Attachment I shows the proposed changes. No substantive changes have been made. The action indicates emergency approval to avoid two readings.

The policy has been reviewed by the necessary councils and the Council of Presidents and Superintendents.

DRAFT MOTION 20171003_7-M: I move emergency approval of the revisions to BOR Policy 5:12 – Employee Travel.

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 ~~T~~travel by staff and faculty members to professional, scientific, and educational meetings for the purpose of instructional improvements and ~~professional advancement of official business~~ 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~~ ~~stated~~ by each institution. Travel approvals should be authorized by supervisors or designated individuals. ~~—The institution shall designate authorizing agents responsible for travel approval.~~

2. Out-of-State Travel

- 2.1. 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.
- 2.2. 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.
- 2.3. 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.

2.4. 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 or the assigned designee.

2.5. 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 the his assigned designee.

3. Mode of Travel

3.1. A.—In-state travel shall be made utilizing Fleet and Travel vehicles when available or via university or sState aAirplane, if allowed.

3.1.1. If state fleet vehicles~~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.

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~~per city~~ when traveling in state unless documentation of additional mileage is presented.

3.2. B.—Out-of-state travel shall be made utilizing the most cost efficient mode of travel: cCommercial aAir or fFleet and tTravel vehicle. If cCommercial aAir travel is utilized, coach travel is recommended. First cClass air travel shall not be allowed except when no other class is available.

4. Allowable Travel Expenditures

4.1. 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 5:01:01).

4.2. B.—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, P. 630; BOR, June, 1978, P. 814, Revised, ; April 1992; ARSD 5:01:02; BOR, December 1998; BOR December 2010; SDCL 3-9; _____ 2017.