

# **State Board of Finance**

## **Guidelines for Home Station Per Diem Reimbursement Requests**

SDCL 3-9-2.2 authorizes the Board of Finance to grant per diem reimbursement to a state officer or employee conducting state business at an event which extends entirely through a meal time, without interruption, at their place of residence or headquarters station. To be eligible for reimbursement, the Board of Finance request form must be completed and submitted to the Secretary of State's office to be placed for consideration of the Board at an upcoming meeting.

In order to qualify for reimbursement, all information on the request form must be provided, including authorization by the department or office head, or by the Governor. In the event multiple employees are included in an agency request for a direct billing, the employees must be listed and their signatures attached on accompanying documentation to the request.

The Board of Finance meets the third Tuesday of each month. To be placed on the current month's agenda, please have the requests submitted to the Secretary of State's office prior to the Thursday preceding the third Tuesday of each month. Once placed on the meeting agenda, the claims will be presented and voted on by the membership for approval. Once approved/disapproved, the Secretary of State will return the documents back to the agencies with notification of the Board's decision.

If approved, the agency must attach the Board of Finance form to the employee's travel voucher, or agency's direct bill, when submitting the expense to the State Auditor. The Board of Finance approval must be presented to qualify for reimbursement from the State Auditor.