

State Board of Finance

Guidelines for State Hosting / Home Station Reimbursement Requests

SDCL 3-9-2.1 authorizes the Board of Finance to grant approval of the reimbursement of actual costs of lodging and meals, excluding any alcoholic beverage, incurred by a state officer or employee in the performance of their duties, regardless of whether the officer or employee is away from their place of residence or headquarters station if the criteria listed in statute are met:

1. *The lodging and meals are in furtherance of the state's interests, concerns, and activities;*
2. *The activity for which the lodging and meal is required is related specifically to hosting a prospect for any business development, trade, or tourism promotional activity; and*
3. *The officer or employee is performing an official duty at the direction of the head of the officer's or employee's department or office, which approval is certified in writing by the department or office head, or by the Governor.*

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. Please also note that the corresponding receipts to the expenses being claimed must also be submitted. In addition, voluntary service gratuity is limited to eighteen percent, and a mandatory service gratuity added to the bill by the establishment is limited to twenty percent.

The Board of Finance meets the third Tuesday of each month. **To be placed on the current month's agenda, the request must be submitted to the Secretary of State's office no later than 5:00 pm CT eight days 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 when submitting the expense to the State Auditor. The Board of Finance approval must be presented to qualify for reimbursement from the State Auditor.