Administrative Rule Changes for the State Board of Finance

ARTICLE 5:01

BOARD OF FINANCE -- STATE TRAVEL

Chapter

(1)   **5:01:01:01. Definitions**. Terms used in this article mean:

(1)   "Designated city area," an area extending five miles beyond the municipal boundaries of Pierre, Sioux Falls, Aberdeen, Watertown, Brookings, and Rapid City;

(2)   "Direct route," the shortest practical route of travel between two points as determined by the official state mileage chart dated September, 1976, for in-state travel or the current Rand McNally Road Atlas mileage chart for out-of-state travel or as determined by standard map mileage for points not identified on the mileage charts;

(3)   "Employee," an individual working for the executive branch of South Dakota state government; an individual who by statute is made subject to this article;

(4)   "For-hire carrier," a carrier as defined in SDCL 49-28-1 that provides the services of a driver;

(5)   "Immediate family member," a spouse, child, or other relative who resides in the household of the employee;

(6)   "Indirect route," a route of travel between two points which includes points not on the shortest practical route of travel;

(7)   "In-state travel," all official state travel within South Dakota;

(8)   "Interrupted travel," additional travel for personal reasons which is not a necessary part of official travel;

(9)   "Interview expense," lodging, meals, transportation, and any other expenses necessary to reimburse a prospective employee for travel from the prospective employee's home to the location of an interview for employment by the state of South Dakota. The term does not include any expenses incurred by the spouse of the employee;

(10)   "Motor ~~Vehicle~~ vehicle," a motor vehicle as that term is defined in SDCL 32-5-1;

(11)   "Out-of-state travel," all official state travel with a destination outside South Dakota;

(12)   "Post of duty," the location where an employee is permanently assigned for work and permanently resides;

(13)   "Motor carrier," a carrier as defined in SDCL 49-28-1;

(14)   ~~"Signature," an original handwritten signature, not a stamp or mechanical duplication;~~

(15) (14)   "Standard map mileage," mileage listed on the current official South Dakota state highway map published by the state Department of Transportation;

(16) (15)   "State vehicle," a motor vehicle owned by any agency of the state of South Dakota;

(17) (16)   "Terminal," an airport, railroad station, or bus depot when a common carrier is used; an official or temporary duty station when private, pool, or other state-owned vehicles are used by the traveler;

(18) (17)   "Transportation expenses," the costs of all necessary official travel on regular commercial airliners, chartered aircraft, privately owned motor vehicles, railroads, buses, and other usual means of conveyance, including fares and such expenses incidental to travel while on state business as baggage transfer fees, tolls, and taxicab fares.

Source: SL 1975, ch 16, § 1; 2 SDR 14, effective August 27, 1975; 4 SDR 8, effective August 15, 1977; 6 SDR 15, effective August 30, 1979; 7 SDR 52, effective May 1, 1981; 8 SDR 154, effective May 23, 1982; 10 SDR 62, effective January 1, 1984; 11 SDR 41, effective September 29, 1984; subdivisions (14) and (15) transferred to § 39:03:01:01, SL 1985, ch 33, § 9, effective July 1, 1985; 21 SDR 4, effective July 22, 1994; 21 SDR 218, effective July 1, 1995; 30 SDR 204, effective June 30, 2004; 39 SDR 221, effective June 27, 2013.

General Authority: SDCL 3-9-1, 3-9-2.

Law Implemented: SDCL 3-9-1, 3-9-2, 3-9-4.

(2)   **5:01:02:14. In-state per diem rates.** Per diem rates for official in-state travel are as follows:

(1)   The actual cost of lodging up to a maximum of:

   (a) $55 plus tax a day from check-in on September 1 through check-out on June 1, and

   (b) $70 plus tax a day from check-in on June 1 through check-out on September 1;

(2)   An allowance for meals of $6 for breakfast, $11 for noon lunch, and $15 for dinner, up to a maximum of $32 a day;

(3)   A flat meal allowance of $14 a day for uniformed highway patrol officers when assigned to field duties; and

(4)   Mileage to and from an in-state work site, allowable only to the extent that it does not exceed the allowable cost of meals and lodging that could be charged if the employee stayed at the work site.

Elected state constitutional officers and public utilities commissioners shall be reimbursed for actual expenses for lodging and meals if the officials provide receipts. Such officials may, in lieu of providing receipts for meals, be reimbursed in accordance with subdivision (2) of this section.

An employee required to perform services under the provisions of SDCL 33-15-8, 34-48A-5, if authorized by the Governor, shall be reimbursed for actual expenses for lodging in excess of allowances provided under subdivision (1) of this section if the employee provides receipts.

Upon prior written request of the head of a department or a constitutional officer who hosts a regional or national conference of which the state is a dues-paying member, the Board of Finance may authorize an employee of the department, agency, bureau, or office to be

reimbursed for up to the actual costs of lodging if the conference or meeting is in furtherance of the state's interests, concerns, and activities within the scope of the department's, agency's, bureau's, or office's responsibilities; the employee's lodging is required to carry out duties connected with employment; and lodging for the employee at in-state per diem rates is not available.

Source: SL 1975, ch 16, § 1; 1 SDR 44, effective December 9, 1974; 2 SDR 14, effective August 27, 1975; 3 SDR 34, effective November 7, 1976; 3 SDR 92, effective July 10, 1977; 4 SDR 8, effective August 15, 1977; 6 SDR 15, effective August 30, 1979; 7 SDR 52, effective May 1, 1981; 9 SDR 49, effective October 24, 1982; 10 SDR 62, effective January 1, 1984; 11 SDR 176, effective June 30, 1985; 13 SDR 128, effective March 22, 1987; 14 SDR 150, effective May 22, 1988; 15 SDR 194, effective July 1, 1989; 16 SDR 195, effective May 20, 1990; 16 SDR 220, effective July 1, 1990; 17 SDR 194, effective June 23, 1991; 19 SDR 68, effective July 1, 1993; 19 SDR 198, effective July 1, 1993; 21 SDR 4, effective July 22, 1994; 25 SDR 146, effective July 1, 1999; 29 SDR 101, effective July 1, 2003; 31 SDR 115, effective January 27, 2005; 33 SDR 66, effective October 23, 2006; 38 SDR 220, effective July 1, 2012; 41 SDR 34, effective January 1, 2015; 41 SDR 218, effective July 1, 2015.

General Authority: SDCL 3-9-2.

Law Implemented: SDCL 3-9-2.

(3)   5:01:07:07. Moving allowance for professionals. Moving expenses may be paid to any person recruited and hired to fill a position which has been defined as a professional position by the Board of Finance. The conditions are as follows:

(1)   A professional is an employee receiving an annual salary equal to or greater than the minimum annual salary for Grade ~~13~~ GF as set forth in the pay grade

schedules filed with the Bureau of Human Resources pursuant to ARSD 55:10:11:02; and

(2)   A written copy of the offer of employment for the professional position which contains an offer of payment of moving expenses from the appointing authority must accompany the application for moving allowance.

Source: 1 SDR 44, effective December 9, 1974; 2 SDR 14, effective August 27, 1975; 6 SDR 15, effective August 30, 1979; transferred from § 5:01:02:35, 11 SDR 41, effective September 29, 1984; 11 SDR 176, effective June 30, 1985; 17 SDR 194, effective June 23, 1991; 34 SDR 200, effective January 28, 2008; 39 SDR 221, effective June 27, 2013.

General Authority: SDCL 3-9-11.

Law Implemented: SDCL 3-9-9, 3-9-12.

Note: Salary schedules are available on the Bureau of Human Resources website at: http://sd.gov.