



# DEPARTMENT OF EXECUTIVE MANAGEMENT BUREAU OF FINANCE AND MANAGEMENT

500 East Capitol Ave. • Pierre, South Dakota 57501-5007 • Voice: (605) 773-3411 • Fax: (605) 773-4711

## MEMORANDUM

**TO:** Department Secretaries; Bureau Commissioners; Legislative, Judicial, and Constitutional Officers; Institution Superintendents; and University Presidents

**FROM:** Morgan Gruebele, Chief Budget Analyst  
Bureau of Finance and Management

**SUBJECT:** **Travel Reimbursement Rates for FY2025 – Effective October 1, 2024**

**DATE:** September 20, 2024

As outlined in [HB 1060](#) during the 2024 Legislative Session, the mileage rate and the in-state lodging reimbursement rate will be updated to align with the rates set by the federal government.

### A. MILEAGE REIMBURSEMENT

Effective October 1, 2024, the mileage reimbursement rate will increase to be consistent with the mileage reimbursement rate for business set by the Internal Revenue Service (IRS), or \$0.67 per mile. If a state employee elects to use a personal vehicle for state business but an Office of Fleet and Travel Management pool vehicle is available, the mileage reimbursement rate will be set at 45% of the rate set by the IRS, or \$0.302 per mile.

### B. IN-STATE LODGING

Effective October 1, 2024, the maximum in-state lodging reimbursement rate will increase to be consistent with the actual cost of in-state lodging, not to exceed the rate set by the [General Service Administration \(GSA\)](#). The standard rate of \$110 per night will apply to travel in all counties in South Dakota, except for those specifically listed by the GSA. The lodging reimbursement rate for out-of-state and out-of-country travel will not change from the current rate of \$175 per night, with an additional \$100 available with excess lodging approval.

Primary Destination	County	Maximum Lodging Rate
Standard Rate	Applies for all locations without specified rates	\$110
Deadwood/Spearfish	Lawrence	October: \$140 November – April: \$110 May – September: \$140
Hot Springs	Fall River/Custer	October – May: \$110 June – September: \$161
Rapid City	Pennington	October – May: \$110 June – August: \$158 September: \$110

If you have any questions regarding how these changes will impact your agency, please contact your assigned budget analyst.

Morgan Gruebele, BFM Chief Budget Analyst  
cc: University Business Managers, Fiscal Officers

# Travel Reimbursement Rates

Effective October 1, 2024

## Mileage Reimbursement

SDCL 3-9

Type	Rate	Comments
High Mileage	\$0.67/mile	Personal vehicle is used AND state motor pool vehicle is not available.
Low Mileage	\$0.302/mile	Personal vehicle is used AND state motor pool vehicle is available.
Special Needs Mileage	\$0.871/mile	Large personal vehicle is used (ex. Van, truck, SUV).
Special Needs Mileage	\$0.67/mile	Personal vehicle is used.

## In-State Travel Reimbursement

### *In-State Lodging*

SDCL 3-9-2

Primary Destination	County	Maximum Lodging Rate + Taxes and Mandatory Fees
Standard Rate	Applies for all locations without specified rate	\$110
Deadwood/Spearfish	Lawrence	October: \$140; November – April: \$110; May – September: \$140
Hot Springs	Fall River/Custer	October – May: \$110; June – September: \$161
Rapid City	Pennington	October – May: \$110; June – August: \$158; September: \$110

### *In-State Meals*

ARSD 05:01:02:14

Meal	Amount	Leave Before	Arrive After
Breakfast	\$6	5:31 AM	7:59 AM
Lunch	\$14	11:31 AM	12:59 PM
Dinner	\$20	5:31 PM	7:59 PM
<b>Daily Maximum</b>	<b>\$40</b>		

## Out-of-State Travel Reimbursement

ARSD 05:01:02:11

<b>Lodging</b>	\$175 + tax	Additional \$100 available with excess lodging approval.
----------------	-------------	--

Meal	Amount	Leave Before	Arrive After
Breakfast	\$10	5:31 AM	7:59 AM
Lunch	\$18	11:31 AM	12:59 PM
Dinner	\$28	5:31 PM	7:59 PM
<b>Daily Maximum</b>	<b>\$56</b>		

## Out-of-Country Travel Reimbursement

ARSD 05:01:02:10.01

<b>Lodging</b>	\$175 + tax	Additional \$100 available with excess lodging approval.
----------------	-------------	--

Meal	Amount	Leave Before	Arrive After
Breakfast	\$10	5:31 AM	7:59 AM
Lunch	\$21	11:31 AM	12:59 PM
Dinner	\$29	5:31 PM	7:59 PM
<b>Daily Maximum</b>	<b>\$60</b>		