Board of Finance Rule Proposals

5:01:02:11. Out-of-state per diem rates. The per diem rates for official state travel outside South Dakota are as follows:

(1) The actual cost of lodging up to a maximum of $175 plus tax a day. A person designated as having authority to approve out-of-state travel requests may at the person's discretion approve an additional allowance of up to $100 a day for lodging provided the total amount paid to the employee as reimbursement for lodging does not exceed the actual cost of that lodging; and

(2) An allowance for meals of $10 for breakfast, $14 $18 for lunch, and $21 $28 for dinner a day while on travel status.

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.


General Authority: SDCL 3-9-2.

Law Implemented: SDCL 3-9-2.
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 $75 plus tax a day;
   
   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 $14 for noon lunch, and $15 $20 for dinner, up to a maximum of $32 $40 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 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.


General Authority: SDCL 3-9-2.

Law Implemented: SDCL 3-9-2.

Cross-Reference: Allowance for use of privately owned automobile, § 5:01:02:01.