

Effective July 1, 2015, several of the state reimbursement rates will be changing. These changes were proposed by the State Board of Finance and approved at the Interim Rules Committee meeting on April 20, 2015. The changes to the rates are as follows:

- 1) Mileage reimbursement - \$0.42 per mile for use of a privately-owned vehicle, covering all incidental expenses. If a privately owned vehicle is used when state motor pool vehicles are available, reimbursement is \$.23 per mile ([ARSD 5:01:02:01](#)).
- 2) Mileage reimbursement, special needs - \$0.56 per mile for a passenger or cargo van, pick up or sports utility vehicle; \$0.42 per mile for any other vehicle ([ARSD 05:01:02:01.01](#)).
- 3) Private airplane rates - \$2.50 per statute miles for piston single engine; \$4.00 per statute mile for piston multi engine; \$4.65 per statute mile for turbo prop multi engine with fewer than nine seats; \$5.65 per statute mile for turbo prop multi engine with nine or more seats ([ARSD 5:01:02:07](#)).
- 4) Out-of-country per diem rates - \$10 for breakfast, \$21 for lunch and \$29 for dinner ([ARSD 5:01:02:10.01](#)).
- 5) Out-of-state per diem rates - \$10 for breakfast, \$14 for lunch and \$21 for dinner ([ARSD 5:01:02:11](#)).
- 6) In-state per diem rates - \$6 for breakfast, \$11 for lunch, and \$15 for dinner, up to a maximum of \$32 per day. Note: The reimbursement for evening supper was repealed ([ARSD 5:01:02:14](#)) and ([ARSD 5:01:02:18](#)).
- 7) Out-of-country lodging reimbursement – actual cost up to \$175 per day. Authorization may be approved up to \$100 per day for lodging provided the total amount does not exceed the actual cost of the lodging ([ARSD 5:01:02:10.01](#)).
- 8) Out-of-state lodging reimbursement - \$175 plus tax per day. Authorization may be approved up to \$100 per day for lodging provided the total amount does not exceed the actual cost of the lodging dinner ([ARSD 5:01:02:11](#)).
- 9) Lodging reimbursement - \$55 plus tax per day from check-in on September 1 through check-out on June 1; \$70 plus tax per day for check in on June 1 through check-out on September 1 (went in effect January 1, 2015) ([ARSD 5:01:02:14](#)).
- 10) Lodging for special needs - \$125 per day for the accessible room. Individual must have a disability that requires lodging that is physically accessible ([ARSD 5:01:02:14.01](#)).
- 11) Per diem for private trailer house - \$8 per day plus parking fees and electricity costs, with the total not exceeding \$26 per day ([ARSD 5:01:02:19](#)).

Schedule for computing meal allowances:

- Breakfast – leaves post of duty before 5:31 a.m. or returns to post of duty after 7:59 a.m.
- Lunch – leaves post of duty before 11:31 a.m. or returns to post of duty after 12:59 p.m.
- Dinner – leaves post of duty before 5:31 p.m. or returns to post of duty after 7:59 p.m. ([ARSD 5:01:02:17](#)).

Meals and lodging not to be included in registration expense, exception:

- The cost of meals or lodging which is included in the registration fee shall be deducted from the registration fee and included as per diem based on rates allowed by [§5:01:02:11](#) or [5:01:02:14](#). However, one meal fee per registration fee will be allowable in lieu of reimbursement under subdivision [5:01:02:11\(2\)](#) or subdivision [5:01:02:14\(3\)](#) for that meal ([ARSD 5:01:02:23](#)).