TRAVEL REGULATIONS

1. AUTHORITY FOR TRAVEL

a. In State travel: Needs only be approved by the department head. No authorization forms are necessary.

b. Out of state travel: An out of state travel authorization must be filled out, signed by the claimant and the department head and then submitted to the Dean/Executive Council Member for approval. The department should keep a copy and send original to Purchasing. The authorizations are to be submitted before the travel takes place. They are required even if the expenses are not paid from school funds. Authorizations must be filled out for each person traveling. (Exceptions for Athletics & Student Group travel.)

c. Travel advance requests must be made on the proper form a minimum of 5 working days prior to the date the advance is needed. A copy of the Out-of-State Travel Request must be attached to advance request. Travel vouchers with an advance included must be submitted within 30 days of return trip.

d. Prepayment of registration fee must be requested on the proper form allowing adequate time to meet deadlines. If the vendor is not on system a SDSMT W-9 is required.

2. TRAVEL BY INDIVIDUALS WHO ARE NOT STATE EMPLOYEES

a. Reimbursement for these individuals will be at the same rate, and under the same guidelines as state employees. This includes individuals claiming reimbursement for interview trips. Per diem & lodging rates for non-employees are at state rates in SD but may be at out-of-state rates while traveling outside SD.

b. SDSMT W-9 forms need to be completed and signed by these individuals, and submitted with their travel vouchers. If there is a consultant's contract, please note this on the voucher. It is helpful if the W-9 form can be submitted before the travel actually takes place, so there is time to get the person in the Banner System before reimbursement is requested.

c. Direct payment of hotel charges can be made only with **prior approval**. Please e-mail these requests to Barb Mustard.

3. TRANSPORTATION

a. Airline tickets are to be purchased through the Purchasing Office, or can be purchased personally and reimbursed on the employees travel voucher after the trip. Requisitions for airline tickets are to be done on-line. Tickets can be ordered from any travel agency. The requisition must include:

1) Vendor – any travel agency may be used.
2) Name of traveler
3) Destination
4) Purpose of the trip
5) Dates of departure and return
6) Cost of ticket
7) Account to be charged

Tickets are not to be ordered without a Purchase Order unless paid for personally and included on travel voucher. Tickets charged to the SDSM&T are to be paid immediately, receive in the Banner System promptly. Fares paid by PO must show PO number and dollar amount on voucher but not added in totals.

b. Travel by car. State cars are available and reservations for their use can be made on-line. Contact Facility Services for information. A voucher requesting mileage or parking must include the vehicle license number. All travel by state vehicle must list state vehicle license number. Costs for use of a state vehicle will be directly billed to the department. If an individual chooses to use their personal car when a state car is available, they can be reimbursed only at the lower rate of 20 cents per mile. If no state car is available an individual can be reimbursed at the rate of 37 cents per mile. Copy of fleet system record to the effect that nothing was available must accompany any requests for reimbursement at the higher rate. Reimbursement for use of a personal vehicle on state business cannot exceed the cost of the most economical airfare. (These travel vouchers must show what the airfare for that particular date would have been.) An employee is allowed 2 days travel time each way when traveling by car; however the additional lodging and per diem charges should be considered when deciding if going by air would have been cheaper.

c. Routing of travel. Employees or students traveling on state business are to use the "direct route", the shortest practical distance between two points. If an employee or student, for their own convenience travels by an indirect route, the extra expense is considered a personal expense. The date and hour of leaving travel status for personal time must be shown on the travel voucher, using OFF DUTY & RETURN TO DUTY notation.

d. Automobile rental. Request for reimbursement for a rental car must have a justification memo for such rental attached. This justification should state why a rental car was necessary and why taxis or public transportation could not be used. It should include an estimate of the cost of public transportation and an explanation of the distances, purpose of the trips, and number of travelers when applicable. All insurance on rental cars is a personal expense. Only exception, regarding insurance, is for student driver under specific age.

4. LODGING AND PER DIEM EXPENSES

a. Allowances for lodging are as follows:

INSTATE TRAVEL		OUT OF STATE TRAVEL	
Lodging $46.50 plus tax		Lodging $150.00 plus tax (plus $100.00/ with approval)	
Breakfast	$5.00	Breakfast	$8.00
Lunch	$9.00	Lunch	$11.00
Dinner	$12.00	Dinner	$17.00
Total	$26.00	Total	$36.00

b. Time schedule for meals:

Breakfast – Leave before 5:31AM return after 7:59AM		
Lunch	11:31AM	12:59PM
Dinner	5:31 PM	7:59PM

c. Out of Country. Lodging rate $150.00 plus tax, per day, with additional $100.00 with approval.

Per Diem rates:	Breakfast	$ 7.00
	Lunch	$18.00
	Dinner	$25.00
	Total	$50.00 (No receipts required for foreign per diem)

d. Per diem for meals is not payable at home stations except through the Foundation. Per Diem charges for travel that does not include an over night stay is considered taxable income and will be reported to the IRS. Registration fees for home station events, that include meals, must have the per diem(s) subtracted from fees, before fees are paid, and these meal costs must be paid by the employee.

5. OTHER ALLOWABLE EXPENSES

a. Mileage to and from terminals. **Ten miles is allowed for trips to the RC Airport at 20 cents per mile, each way. Parking may have to be pro-rated if personal time is part of trip.** Parking fees at the airport are allowed with proper receipt. (Only 1 trip to and 1 trip from airport are reimbursed). Vehicle license number is required on voucher.

b. Taxis and shuttle fares. Taxi and shuttle fares are allowable expenses. Receipts are required if fare is $5.00 or more. Tips on taxi or shuttle fares are <u>not allowable</u>. Travel voucher must indicate point of origin and destination for each trip by date. Travel to and from meals (that are not business meetings) are a personal expense and therefore not allowed. If receipts not available then a flat $5.00 may be claimed-noting receipt not available on detail.

c. Phone calls and Internet Use. While on travel status only phone calls and Internet use, relating to state business, are allowed. These are considered Miscellaneous Expenses and should not be added into daily room charges listed under lodging. Please note on hotel bill which calls and internet are "Business Related" and on detail as well. Mark other calls and internet as personal on billing.

d. Registration fees. Registration fees are an allowable expense and are noted in miscellaneous column. If the registration fee was paid in advance by SDSMT it must be noted on the voucher but not included in the total. One ticketed meal fee is allowed that is in excess of the per diem allowance. If it was included in the registration fee, then that meal allowance for that day should be deducted from the daily per diem claim. If the registration was paid in advance by claimant, then the per diem allowance for that meal will be deducted from the per diem for that day. Any other meals included in the registration fee must also be noted in the same manner.

e. Other miscellaneous expenses. Expenses incurred while on travel status that are not included in these instructions may be allowable, please call the Purchasing Office if you have any questions on what is and is not allowed.

6. RECEIPTS AND OTHER SUBSTANTIATING DOCUMENTS
TRAVEL VOUCHERS MUST HAVE THE FOLLOWING ATTACHED

a. Lodging Receipts. Hotel or motel receipts should be the folio type that itemizes charges. Credit card receipts are not required if a zero balance shows. If the traveler shared a room with a non-employee, we must have the single room rate noted on the bill by the hotel clerk. If sharing a room with another state employee or student, each employee or student must file a claim for his share of the cost of the room. For purposes of splitting hotel expenses, a copy of the original bill may be used for the other travelers staying in the same room. Each copy should note who the other travelers were.

b. Programs. An agenda or program must be attached to the travel voucher. If the program is very large we will accept a photocopy of the 1) cover, and the pages listing the 2) agenda, showing meals included. The cover or agenda needs to show dates and location of the event attended.

c. Airline tickets. Passenger receipts must be turned in with the travel voucher, whether it was bought personally or through the school.

d. Miscellaneous. Receipts are required for any other expense for which you are requesting reimbursement. Exception: receipts for under $1.00 are not required. Personal expenses will not be reimbursed. For example: laundry, insurance, movies etc.

e. **WE NEED THE ORIGINAL OF ALL ATTACHMENTS FOR VOUCHERS.**

f. Registration. Receipts for registration fees, and something that shows how much the registration fee was and what was included. If there was no registration fee or the fee was waived this needs to be noted on the travel detail as well.

7. a. The above regulations are by no means complete, other requirements may apply. If you have questions, check with the Purchasing Department before submitting the travel voucher.

8. TRAVEL VOUCHERS

a. Travel Payment Detail forms must be filled out in order to be reimbursed for travel expenses. These forms are available on line on the Purchasing web page. They must be signed by the claimant and the authorized person for the accounts. Please include the statement "All Claimant Wishes to Claim" on each travel voucher. Travel forms must be submitted within 90 days of trip to be eligible for reimbursement, 30 days if a cash advance is involved.

9. **Athletic and Student Activity Advances**

These advances differ greatly from individual travel advances. They do not have to go to Purchasing but can go straight to Accounts Payable in the Business Office for processing. No advances may be obtained from SDSMT that will be paid strictly with Foundation funds.

Athletic Advances for Team Travel

Individual student Out of State Travel Requests are not required since individual details are not done with these types of advances. The advance amount is issued in a paper check form to the traveling coach. The form can be found on the school website. The top half of the form is completed in requesting the advance. Appropriate per diem rates must be applied in calculations. Most athletics lodging is done with a direct bill and therefore not included in the advance. In the event this is not true then the advance can include anticipated lodging expenses as well as transportation and other expected costs. If a state vehicle is used then vehicle expenses are not included in the advance.

Upon Return: Within 30 days of return the remainder of the form is completed with **all original itemized receipts** for the travel attached, *as well as a list of the persons who traveled.* In the event that students were given "their share" of the advance in cash (as in a specific food allowance) then the Confirmation of Student Receipt of Cash form must have been completed at the time a coach disbursed the cash and must be attached to the completed advance form as well (form is available in the Business Office prior to travel).

Expenses greater than advance: Expense and advance difference is calculated and marked on the completed form under Balance Due (to the coach). All paperwork is then brought to Accounts Payable for expense verification and actual posting to the proper athletics account with a direct deposit to the coach for the amount over the advance that the coach paid personally.

Expenses less than advance: All documents listed above will still be required and attached to the completed form. The remaining advance balance calculated after expenses

must be turned in at the Cashier's Office. A receipt is generated and attached before the total package is sent to the Business Office for expense verification and actual posting to the proper athletics account. If during the expense verification process an amount is deemed not allowable, you would be contacted by the Business Office to correct the amount due back to SDSMT.

Student Activity Advances for Group Travel

Individual student Out of State Travel Requests are not required since individual details are not done with these types of advances. However a single Out of State Travel Request should be completed with all traveling students' names listed. The advance amount is issued in a paper check form to the group's traveling advisor. The form can be found on the school website. The top half of the form is completed in requesting the advance. Appropriate per diem rates must be applied in calculations. If lodging is being direct billed this amount would not be included in the advance. In the event this is not true then the advance can include anticipated lodging expenses as well as transportation and other expected costs that are not being prepaid by SDSMT. If a state vehicle is used then vehicle expenses are not included in the advance.

Upon Return: Within 30 days of return the remainder of the form is completed with **all original itemized receipts** for the travel attached, *as well as a list of the persons who actually did travel*. In the event that students were given "their share" of the advance in cash (as in a specific food allowance) then the Confirmation of Student Receipt of Cash form must have been completed at the time an advisor disbursed the cash and must be attached to the completed advance form as well (form is available in the Business Office prior to travel).

Expenses greater than advance: Expense and advance difference is calculated and marked on the completed form under Balance Due (to the advisor). All paperwork is then brought to Accounts Payable for expense verification and actual posting to the proper account with a direct deposit to the advisor for the amount over the advance that the advisor paid personally.

Expenses less than advance: All documents listed above will still be required and attached to the completed form. The remaining advance balance calculated after expenses must be turned in at the Cashier's Office. A receipt is generated and attached before the total package is sent to the Business Office for expense verification and actual posting to the proper account. If during the expense verification process an amount is deemed not allowable, you would be contacted by the Business Office to correct the amount due back to SDSMT.