

BLACK HILLS STATE UNIVERSITY
Policy and Procedure Manual

SUBJECT: Employee Travel
NUMBER: 5:2

Office/Contact: Business Office
Source: [SDCL Ch. 3-9](#); [ARSD Article 5:01](#); [SDBOR Policy 5:12](#)

1. Purpose

This policy sets forth the guidelines for employee travel at the University and implements [SDBOR Policy 5:12](#) and [ARSD Article 5:01](#).

2. Policy

- a. Travel by University staff and faculty members to professional, scientific and educational meetings for the purpose of instructional improvement, professional advancement or official business is subject to applicable University and SDBOR policies and shall conform to the Board of Finance Administrative Rules set forth in ARSD Article 5:01.
- b. Employees are responsible for paying their own travel expenses and claiming individual reimbursement even when traveling with a group. The only exception is if lodging is direct billed.
- c. Employees at the University are required to follow the appropriate procedures as set forth in the [University Travel Manual](#).
- d. It is preferred that in-state travel be made utilizing the university's motor pool vehicles when available.
- e. It is preferred that out-of-state travel be made utilizing the most cost-efficient mode of travel, which include commercial air or the university's motor pool vehicles. If commercial air travel is utilized, coach travel is recommended. First class air travel shall not be allowed except in unique circumstances when all other options for a coach ticket have been exhausted. In these instances, first class air travel must receive approval by the employee's supervisor prior to the purchase of a ticket.

- f. If the employee uses a private vehicle instead of a university motor pool vehicle, private vehicle mileage for official business outside of city limits of the employee's designated duty post will be reimbursed at the designated mileage rate. Documentation of non-availability of a university motor pool vehicle must be presented in order for the employee to be reimbursed at the designated higher rate. If university motor pool vehicles were available, yet the employee chose to use a private vehicle for applicable state business, the reimbursement will be made at the designated lower rate.
3. Procedures
 - a. When reserving a university motor pool vehicle, individuals and departments must contact the Facilities Services to reserve vehicles for employment related travel. Reservations can be made [online](#). As long as the reservation is active, the vehicle will not be released to another user.
 - b. Out-of-state travel requests must be made using the online *Out of State Travel Request Form* (available via DocuSign) and should include a description of the travel, location of travel, dates of travel, estimated costs, and a disclaimer stating that the employee is responsible for reimbursing the University for any and all expenses that are non-refundable if the employee is not able to attend the scheduled meeting.
 - c. Out-of-state travel requests are required to be submitted by the employee making the request and approved by the supervisor and the department head, dean, Vice President, President, or other authorized University official.
 - d. Per diem meal rates and allowable motel rates are established by the State Board of Finance. These rates are listed for in-state and out-of-state travel in ARSD Article 5:01.
 - e. Employees must submit a *Travel Payment Detail* and receipts for reimbursements within sixty (60) days of the end of travel for that trip.
 - i. If *Travel Payment Detail* and receipts for reimbursement are submitted after sixty (60) days, employees are required to complete a *Delayed Travel Reimbursement Request Form* (available in DocuSign), obtain

the University President's signature on the form, and submit it to the Business Office with their travel documents.

- f. Employee travel reimbursement requests, such as hotel, taxi, parking, and baggage, must include itemized receipts for all reimbursable expenses.
 - g. Individuals desiring a travel advance must submit a *Travel Advance Request Form* (available via DocuSign) to the Business Office. A travel advance may not be less than \$200 and may not exceed 80% of estimated expenses or the maximum of \$2,000. Advances must be repaid within thirty (30) calendar days after the termination of travel. The Business Office is authorized to deduct any advances from the employee's paycheck if not repaid within thirty (30) days. Further, the Business Office is authorized to deduct any outstanding advances from an employee's paycheck upon termination of employment.
4. Responsible Administrator
- The Vice President for Finance and Administration, or designee, is responsible for the annual and ad hoc review of this policy. The University President is responsible for approval of this policy.

SOURCE: Approved by President Laurie Nichols on 8/24/2020.