

Office/Contact: Accounts Payable Office

Source: SDCL Ch. 3-9; ARSD Article 5:01; SDBOR Policy 5.12

Link: https://sdlegislature.gov/Statutes/Codified_Laws/DisplayStatute.aspx?Type=Statute&Statute=3-9;

<https://sdlegislature.gov/Rules/DisplayRule.aspx?Rule=05:01;>

<https://public.powerdms.com/SDRegents/documents/1722943>

Associated Forms: [Travel Voucher](#); [Out of State Travel Request Form](#); [Delayed Travel Reimbursement Request Form](#); [Travel Advance Request Form](#); [University Travel Manual](#)

SUBJECT: Employee Travel

NUMBER: 5:15

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. It is preferred that in-state travel be made utilizing Fleet and Travel/Motor Pool vehicles when available or via University Airplane, if allowed and approved.

c. It is preferred that out-of-state travel be made utilizing the most cost efficient mode of travel: commercial air or Fleet and Travel/Motor Pool vehicle. If commercial air travel is utilized, coach travel is recommended. First Class air travel shall not be allowed except when no other class is available.

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vehicle to another user.

- i. If an individual or department reserves a vehicle and does not take the trip and fails to cancel the vehicle not being used with the Motor Pool at least two (2) hours prior to departure time, that individual or department shall be charged a \$25.00 administrative service fee for each vehicle that was reserved and not used.

- 1. For early departures (6:00 a.m. to 8:00 a.m.), the individual or department must cancel the vehicle on or before 3:00 p.m. the day before departure. If the individual or department fails to cancel the vehicle by this time, a \$25.00 administrative service fee shall be charged for each vehicle that was reserved and not used.

- 2. In cases of adverse weather conditions, this section shall be waived.

- ii. The \$25.00 administrative service fee shall also apply to vehicles that are not returned to the Point of Origin by 8:00 a.m. on the day of departure and three (3) business days after the trip. This fee shall be waived if the vehicle is returned to the Point of Origin by 8:00 a.m. on the day of departure and three (3) business days after the trip.

