



Mitchell Technical Institute POLICY

| Category | Approval | | |
|-------------------------------|-----------|----------------|------------|
| Series 400: Fiscal Management | Effective | Administration | Board |
| | 2/22/10 | 12/4/09 | 2/22/10 |
| | Revised | | For Review |
| | | | 2020 |

EXPENSE REIMBURSEMENT

MTI 436

Institute employees will be reimbursed for certain out-of-pocket costs incurred while traveling out of the district for school-related activities. Expenses will be reimbursed only for activities pre-approved by administration.

Only expenses essential to the purpose of the trip will be reimbursed. Expenditures for telephone calls home, entertainment and similar expenses are personal in nature and are not reimbursable.

Receipts will be required for all expenses other than meals which will be reimbursed on a per diem basis. This includes receipts for airline tickets, motel and taxi or other airport transportation, and all other expenditures.

Meals included as part of conference registration fees, hotel charges, or any other charge will be paid in lieu of the state rate. Meals for a staff member attending a meeting are not reimbursable unless included as part of a registration fee.

Employees shall only be reimbursed for meals that are associated with an overnight stay and when they are conducting official Institute business between the times stipulated below:

| | Leave Before | Return After |
|-----------|--------------|--------------|
| Breakfast | 5:31 a.m. | 7:59 a.m. |
| Lunch | 11:31 a.m. | 12:59 p.m. |
| Dinner | 5:31 p.m. | 7:59 p.m. |

Meal reimbursements for in-state and out-of-state travel will be based upon travel allowances adopted by the South Dakota State Board of Finance. Lodging for in-state travel will be reimbursed at the state rate; if no rooms are available at the state rate, exceptions will be made. Lodging reimbursement for out-of-state travel will be at actual cost. For individuals with special needs, if an accessible room isn't available at the customary state rate, the individual may be reimbursed up to \$100 for an accessible room (5:01:02:14.01).

Mileage reimbursement for use of a personal vehicle will be paid at the rate set by the South Dakota State Board of Finance. However, this rate will only be paid to an employee using a personal vehicle if an MTI vehicle is unavailable. When an employee chooses to use a personal vehicle over an available MTI vehicle, only actual gas expenses will be reimbursed.

LEGAL REFS.: SDCL 3-9-1; 3-9-2; 3-9-5; 3-9-5.1; 3-9-5.2; 3-9-8 through 3-9-17; 4-7-10.4
Governor's Budget Report, (odd-numbered years)