



Policy Number: 2.003
Originating Office: Financial Affairs
Responsible Executive: VP of Finance & Administration
Date Issued: 3/17/2011
Date Last Revised: 12/1/2023

Out of State Travel Policy

Policy Contents

I. REASON FOR THIS POLICY	1
II. STATEMENT OF POLICY	1
III. DEFINITIONS	2
IV. PROCEDURES	3
V. RELATED DOCUMENTS, FORMS AND TOOLS	5

I. REASON FOR THIS POLICY

The Out of State Travel Policy documents the policies and procedures that apply to University of South Dakota (USD) employees and students engaging in out of state travel on behalf of the University. This policy incorporates South Dakota Codified Law and Administrative Rules as well as State Auditor, SD Board of Regents (BOR) and University policies concerning out-of-state travel.

II. STATEMENT OF POLICY

All USD employees and students must adhere to the following policies and procedures when traveling outside of the state of South Dakota on University business.

Out-of-State Travel

1. Out-of-state travel must be requested and approved through appropriate channels including USD Accounting via [travel](#) **PRIOR** to out-of-state travel taking place. Travel arrangements, including lodging and airline reservations, should not be made until the traveler has received approval of the out-of-state travel request from USD Accounting. In the

event that an out-of-state travel request is processed post travel, it must be approved by the appropriate Vice President prior to submission to [travel](#).

2. Out-of-state travel must be requested utilizing the University's official out-of-state travel request form. Per SD Board policy, the employee or student requesting travel and the appropriate department head must sign the out-of-state travel request form prior to submission to [travel](#). If the department head is traveling, the next level supervisor (such as a Dean or Vice President) must sign the out-of-state travel request form.
3. Employees and students participating in university affiliated international activities are required to enroll in the SD BOR endorsed international insurance plan, at the expense of traveler's university home department.
4. Exemptions to the out-of-state travel policy:
 - a. Same day travel to airports for the purpose of picking up recruits, candidates, visitors, etc.
 - b. Travel to out-of-state locations within 100 miles of the employee's workstation, provided there is no overnight stay. *Department or unit procedures and approvals may still apply.*
 - c. Non-Affiliated Individuals are those traveling on university business that are not USD employees or students. This includes individuals such as candidates, recruits, consultants and non-employee speakers. Non-Affiliate Individual travel policies and procedures are documented in USD Policy 2.55.

Reimbursement of Expenses for Out-of-State Travel

Employees and students traveling on University business are required to adhere to the policies and reimbursement rates set forth by the state of South Dakota in [South Dakota Administrative Rule §5-01](#) and [South Dakota Codified Law §3-9](#).

III. DEFINITIONS

Department Head: A unit director, department chair, dean or other administrative managerial positions.

Most Economical Method: Comparing the cost of driving versus flying.

IV. PROCEDURES

General Guidelines:

1. Group Travel for students and faculty/staff should be submitted on one travel request form. The student travel questionnaire and list of students attending must be attached to the travel request form. A group travel advance is required when a faculty member is paying for the expenses of others and must be obtained prior to travel.
2. Blanket travel request forms will be allowed for a maximum of 30 days unless otherwise approved by the area Vice President and submitted to USD Accounting via travel@usd.edu.
3. Employees and students are expected to select the most economical method of transportation. Should the traveler decide to drive instead of fly, mileage reimbursement will not exceed the cost of the most economical commercial airfare.
4. The University strongly encourages that airfare arrangements be made using the University contracted travel agency and the University credit card to the extent possible. If personal funds are used, there will be no airfare reimbursement until after travel is complete. If airfare is paid using personal funds, USD is not responsible for any unrecoverable costs associated with cancellations or changes.
5. If travel includes personal days, the traveler must purchase airfare using personal funds. Documentation of airfare quotes must be provided showing the cost of air travel with and without the personal days included. The traveler will be reimbursed for the most cost-effective economy ticket. All airfare quotes will be reviewed by [travel](#) for cost effectiveness. There will be no airfare reimbursement until after travel is complete. USD is not responsible for any unrecoverable costs associated with cancellations or changes.
6. Seat upgrades (economy plus, exit row, etc.) are not to be paid using University funds. Departments may choose to reimburse the traveler for upgrades using non-University funds after travel is complete.
7. Rental vehicles are an allowable expenditure only if a personal or fleet vehicle is not available or if a rental vehicle is a more economic option than taxi use. In order to receive reimbursement, a receipt must be provided along with a statement of justification the need for rental vehicle use.
8. Employees and students are allowed 1 day for travel before/after the event if traveling domestically and 2 days before/after the event if traveling internationally.
9. Any increase in travel costs after the travel request has been

approved for more than 10% of the total cost or \$200.00, whichever is greater, must be re-approved by the Department Head and documentation provided with the reimbursement request.

10. Those who are traveling abroad through University affiliated activity must purchase Board of Regents endorsed insurance. Directions about enrolling in the insurance can be found on the USD [myU portal](#). Further questions about purchase of insurance can be directed to the Gallagher Center.
11. Conference/workshop registration fees, whether in-person or virtual, can be made directly through the University, paid by the individual with personal funds, or paid using the University credit card. Should the traveler choose to pay the fee with personal funds, reimbursement will not be made until after the event is complete. Should the traveler not attend the event, USD will not be held responsible for any unrecoverable expenses for cancellations or changes.
12. Every claimant shall submit a personal and individual claim for his or her travel expenses. One claimant's travel expenses shall not be a part of another individual's claim. Exception is allowable for faculty advisors and coaches of approved student groups. Please contact the Accounting Office regarding these situations.

Submitting an Out of State Travel Request

1. Submit completed Out of State Travel Request form to [travel](#) and all reasonable effort should be made to complete 3 weeks prior to date of departure. The form must be signed by the employee and the Department Head unless further approval is required.
2. If airfare exceeds \$1,500.00 or it is international, the travel request will require the signature of the appropriate Dean or Director (someone above the Department Head).
3. If the maximum trip cost exceeds \$3,500.00, the travel request will require signature from the appropriate Vice President or Provost.
4. [Travel](#) will review the submitted form and supporting documentation. If the request is approved, it will be assigned a travel request number and a copy will be returned to the originating department. If the request is not approved, [travel](#) will contact the originating department with directions regarding further information or corrections needed in order to obtain approval.
5. Once a travel request number has been assigned, all tickets and reservations necessary for the trip may be purchased.

Travel arrangements are not to be made until the travel request has been approved by travel@usd.edu. Late travel requests must be signed by the Vice President.

6. If needed, travel advances may be requested no earlier than 10 days prior to the date of departure. Please refer to the Individual Travel Advance Policy and Group Travel Advance Policy for full details.
7. All travel expenses are reimbursed to the employee through submission of a travel payment detail after the termination of travel via the Banner direct pay process.
 - a. Out of State Common Travel Payment Detail form must be used.
 - b. Copy of the approved Out of State Travel Request form must also be attached to show that the trip was approved.
 - c. Original copies of receipts of expenditures in excess of \$1 (except in cases of taxi fares under \$5) including lodging, but excluding meals, must be submitted to support claims for reimbursement.
 - d. Must be completed within 60 days of termination of travel. If not, the Delayed Travel Reimbursement form must be signed by the President and attached to documentation.

All questions should be directed to [travel](#).

V. RELATED DOCUMENTS, FORMS AND TOOLS

[South Dakota Administrative Rule §5-01](#)

[South Dakota Codified Law §3-9](#)

[Out of State Travel Request Form](#)

[Out of State Common Travel Payment Detail](#)

[Individual Travel Advance Policy 2.006](#)

[Group Travel Advance Policy 2.004](#)

[Directions for International Insurance Purchase -](#)