



Policy Number:	2.003
Originating Office:	Financial Affairs
Responsible Executive:	Vice President for Financial Affairs
Date Issued:	03/17/2011
Date Last Revised:	4/30/2013

Out of State Travel

Policy Contents

I. Reason for this Policy.....	1
II. Statement of Policy	1
III. Definitions.....	2
IV. Procedures	2
V. Related Documents, Forms and Tools.....	3

I. REASON FOR THIS POLICY

The Out of State Travel Policy includes rules that University of South Dakota (USD) employees and students must follow when traveling outside of the state of South Dakota.

II. STATEMENT OF POLICY

All USD employees and students should follow the following guidelines when traveling outside of the state of South Dakota on University business.

Out of State Travel Requests

1. ALL out-of-state travel requiring approval (see 3-4 for exemptions), including employee, student and group travel, must be submitted on a travel request form to the department head for approval. Per Board policy, the requesting employee and department head must sign the travel request form. If the department head is traveling, it is required that another employee above the department head (such as the President or the area Vice President) signs the travel request form.
2. All student travel funded by any form of university funds requires an approved travel request form (unless exempt per 3-4 below). If a student is approved for a grant or university funding after the trip has commenced, approval from the area Vice President must be provided with the request for reimbursement of travel expenses.
3. Same day travel to airports for the purpose of picking up recruits, candidates, visitors, etc. is allowed without submitting a travel request form.

4. Travel to out-of-state locations within 100 miles of the employees work station is allowed without an approved travel request form, provided there is no overnight stay. Departmental approval policies must be followed.
5. As of January 1, 2013, all faculty and staff participating in a university affiliated international activity are required to enroll at the expense of the university in the Board of Regents endorsed international insurance plan. The traveler's home department shall bear the expense as a cost of travel.

Reimbursement of Expenses for Out of State Travel

All employees and students traveling on University business are required to follow the rules 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 Department Chair, Department Dean, Director or other administrative managerial positions.

IV. PROCEDURES

General Guidelines:

1. Group Travel for students and faculty/staff should be submitted on one travel request form.
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 Budget & Finance.
3. Employees and students are expected to select the most cost effective method of transportation and are to consider the Sioux Falls, Sioux City, and Omaha airports. Comparable tickets must be used in the evaluation and airfare quotes must be provided with the travel request form when booking travel on a personal credit card or if travel includes personal days. All airfare tickets will be reviewed by Financial Affairs for cost effectiveness. Employees are not expected to book tickets with travel times inconsistent with their travel requirements or choose flights with more than one connecting flight.
4. Employees and students are allowed 1 day for travel before/after the event if flying domestically and 2 days before/after the event if flying internationally.
5. The University credit card can only be used when booking travel with the contracted travel agency and if the trip does not include personal days. If taking personal time before/after event, you must show airfare is the same price or cheaper to leave earlier or return later. The airfare comparison needs to be done prior to booking the flight as you cannot go back in time to obtain what the airfare would have been.

6. If the lowest cost fare is out of Omaha and the flight departs prior to 10:00 AM, consideration may be given for an overnight stay in Omaha. The actual cost of the room or up to \$100.00 may be considered when determining the cost of transportation.
7. 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.
8. 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 Center for Academic Engagement.

Submitting an Out of State Travel Request

1. Submit completed Out of State Travel Request form to the Financial Affairs Office, Slagle Hall Room 209, 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.
2. Financial Affairs Office will review the submitted form and, if approved, will assign a travel request number and return a copy of the travel request to the originating department.
3. Once a travel request number has been assigned, all tickets and reservations necessary for the trip may be purchased.
4. If needed, travel advances may be requested no later than 10 days prior to date of departure. Please refer to the Individual Travel Advance Policy and Group Travel Advance Policy for full details.
5. 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.
 - Out of State Common Travel Payment Detail form must be used
 - Copy of the approved Out of State Travel Request form must also be attached to show that the trip was approved
 - 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.

All questions should be directed to Financial Affairs at 677-5255 or financialaffairs@usd.edu

V. RELATED DOCUMENTS, FORMS AND TOOLS

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

[South Dakota Codified Law §3-9](#)

[Out of State Travel Request Form - http://link.usd.edu/247](http://link.usd.edu/247)

Out of State Common Travel Payment Detail - <http://link.usd.edu/247>

International Activity Policy 1.005

Individual Travel Advance Policy 2.006

Group Travel Advance Policy 2.004

Directions for International Insurance Purchase - <http://link.usd.edu/247>