

## **State Board of Finance Administrative Rule Changes**

**5:01:02:01. Allowance for use of privately owned motor vehicle.** In lieu of actual transportation expenses, an employee shall be paid ~~42~~ 51 cents a mile for use of a privately owned motor vehicle on official business outside the city limits of the employee's designated post of duty. The mileage rate covers all expenses incidental to the operation of a motor vehicle, including gasoline, oil, tires, repairs, towing, and insurance.

If State Fleet and Travel Management or Department of Transportation pool motor vehicles are available in a designated city but the employee desires to drive a personal motor vehicle, the employee shall be paid at the rate of ~~23~~ 28 cents a mile.

Upon written request of the head of a state agency or institution, an employee may be reimbursed for mileage within a designated city area by the state auditor if the required travel is not compensated through the employee's salary.

**Source:** SL 1975, ch 16, § 1; 2 SDR 14, effective August 27, 1975; 3 SDR 92, effective July 10, 1977; 6 SDR 15, effective August 30, 1979; 7 SDR 52, effective May 1, 1981; 11 SDR 176, effective June 30, 1985; 15 SDR 194, effective June 22, 1989; 16 SDR 195, effective May 20, 1990; 17 SDR 194, effective June 23, 1991; 19 SDR 68, effective July 1, 1993; 21 SDR 4, effective July 22, 1994; 25 SDR 146, effective July 1, 1999; 30 SDR 204, effective June 30, 2004; 33 SDR 212, adopted May 15, 2007, effective July 1, 2007; 41 SDR 218, effective July 1, 2015.

**General Authority:** SDCL 3-9-1.

**Law Implemented:** SDCL 3-9-1.

**5:01:02:01.01. Allowance for use of privately owned motor vehicle by individual with special needs.** If no state vehicles are equipped or modified for the transportation of an individual with special needs and the individual desires to drive a personal motor vehicle on state business, the individual shall be paid ~~56~~ 68 cents a mile for a passenger or cargo van, pick up, or sports utility vehicle and ~~42~~ 51 cents a mile for any other motor vehicle.

An individual with special needs is a person with a disability that makes the person unable temporarily or permanently to operate an unmodified state vehicle but allows the person to operate a personal motor vehicle that is equipped or modified to be operated in spite of the disability.

To receive reimbursement under this section, the individual shall complete the form provided by the State Board of Finance and attach the form to the travel voucher. The form shall contain the name of the individual requesting the reimbursement, the individual's driver license number, the individual's agency and the agency address and phone number, the make and model of the motor vehicle, the vehicle license plate number, the individual's signature, the signature of the supervisor approving the request, and the date of travel.

**Source:** 21 SDR 218, effective July 1, 1995; 25 SDR 146, effective July 1, 1999; 30 SDR 204, effective June 30, 2004; 33 SDR 212, adopted May 15, 2007, effective July 1, 2007; 41 SDR 218, effective July 1, 2015.

**General Authority:** SDCL 3-9-2.

**Law Implemented:** SDCL 3-9-2.