

ARTICLE 5:01

BOARD OF FINANCE -- STATE TRAVEL

Chapter

- 5:01:01 Definition of terms.
- 5:01:02 Allowable travel expenditures.
- 5:01:03 Travel voucher requirements.
- 5:01:04 Appeal procedures.
- 5:01:05 Dual compensation, Transferred.
- 5:01:06 Voluntary payroll deductions, Transferred.
- 5:01:07 Household moving allowances.

CHAPTER 5:01:01

DEFINITION OF TERMS

Section

- 5:01:01:01 Definitions.

5:01:01:01. Definitions. Terms used in this article mean:

(1) "Designated city area," an area extending five miles beyond the municipal boundaries of Pierre, Sioux Falls, Aberdeen, Watertown, Brookings, and Rapid City;

(2) "Direct route," the shortest practical route of travel between two points as determined by the official state mileage chart dated September, 1976, for in-state travel or the current Rand McNally Road Atlas mileage chart for out-of-state travel or as determined by standard map mileage for points not identified on the mileage charts;

(3) "Employee," an individual working for the executive branch of South Dakota state government; an individual who by statute is made subject to this article;

~~(4) "For hire carrier," a carrier as defined in SDCL 49-28-1 that provides the services of a driver;~~

~~(5) "Immediate family member," a spouse, child, or other relative who resides in the household of the employee;~~

~~(6)~~(4) "Indirect route," a route of travel between two points which includes points not on the shortest practical route of travel;

~~(7)~~(5) "In-state travel," all official state travel within South Dakota;

~~(8)~~(6) "Interrupted travel," additional travel for personal reasons which is not a necessary part of official travel;

~~(9)~~(7) "Interview expense," lodging, meals, transportation, and any other expenses necessary to reimburse a prospective employee for travel from the prospective employee's home to the location of an interview for employment by the state of South Dakota. The term does not include any expenses incurred by the spouse of the employee;

~~(10)~~(8) "Motor vehicle," a motor vehicle as that term is defined in SDCL 32-5-1;

~~(11)~~(9) "Out-of-state travel," all official state travel with a destination outside South Dakota;

~~(12)~~(10) "Post of duty," the location where an employee is permanently assigned for work and permanently resides;

~~(13)~~(11) "Motor carrier," a carrier as defined in SDCL 49-28-1;

~~(14)~~(12) "Standard map mileage," mileage listed on the current official South Dakota state highway map published by the state Department of Transportation;

~~(15)~~(13) "State vehicle," a motor vehicle owned by any agency of the state of South Dakota;

~~(16)~~(14) "Terminal," an airport, railroad station, or bus depot when a common carrier is used; an official or temporary duty station when private, pool, or other state-owned vehicles are used by the traveler;

~~(17)~~(15) "Transportation expenses," the costs of all necessary official travel on regular commercial airliners, chartered aircraft, privately owned motor vehicles, railroads, buses, and other usual means of conveyance, including fares and such expenses incidental to travel while on state business as baggage transfer fees, tolls, and taxicab fares.

Source: SL 1975, ch 16, § 1; 2 SDR 14, effective August 27, 1975; 4 SDR 8, effective August 15, 1977; 6 SDR 15, effective August 30, 1979; 7 SDR 52, effective May 1, 1981; 8 SDR 154, effective May 23, 1982; 10 SDR 62, effective January 1, 1984; 11 SDR 41, effective September 29, 1984; subdivisions (14) and (15) transferred to § 39:03:01:01, SL 1985, ch 33, § 9, effective July 1, 1985; 21 SDR 4, effective July 22, 1994; 21 SDR 218, effective July 1, 1995; 30 SDR 204, effective June 30, 2004; 39 SDR 221, effective June 27, 2013; 43 SDR 80, effective December 5, 2016.

General Authority: SDCL 3-9-1, 3-9-2.

Law Implemented: SDCL 3-9-1, 3-9-2, 3-9-4.

CHAPTER 5:01:07
HOUSEHOLD MOVING ALLOWANCES

Section

- 5:01:07:01 ~~Reimbursement limits for a for hire carrier~~ Repealed.
- 5:01:07:02 ~~Reimbursement limits for a private carrier~~ Repealed.
- 5:01:07:03 ~~Allowable household moving expenses~~ Repealed.
- 5:01:07:04 ~~Mobile home moving expense allowance~~ Repealed.
- 5:01:07:05 ~~Allowable travel pay in addition to moving expenses~~ Repealed.
- 5:01:07:06 ~~Allowable storage expenses~~ Repealed.
- 5:01:07:07 ~~Moving allowance for professionals~~ Repealed.
- 5:01:07:08 ~~Authorization required for reimbursement of moving expenses for professionals~~
Repealed.
- 5:01:07:09 ~~Requirements for application for moving expenses for professionals~~ Repealed.
- 5:01:07:10 Return of transit pay allowance.
- 5:01:07:11 ~~Allowable travel expenses for professionals~~ Repealed.

5:01:07:01. Reimbursement limits for a for hire carrier. ~~Except for professional recruitment moves which are limited by SDCL 3-9-12 to one month's salary of the recruited employee, reimbursement for allowable household moving expenses incurred through a for hire carrier may not exceed the cost of moving 11,000 pounds~~ Repealed.

Source: 11 SDR 41, effective September 29, 1984.

~~— **General Authority:** SDCL 3-9-11.~~

~~— **Law Implemented:** SDCL 3-9-9, 3-9-12.~~

5:01:07:02. Reimbursement limits for a private carrier. ~~Except for professional recruitment moves which are limited by SDCL 3-9-12 to one month's salary of the recruited employee, reimbursement for allowable moving expenses incurred through a private carrier may not exceed the cost of moving 11,000 pounds by a for hire carrier. The employee shall document the moving expenses before reimbursement is made~~ Repealed.

Source: 11 SDR 41, effective September 29, 1984.

~~**General Authority:** SDCL 3-9-11.~~

~~— **Law Implemented:** SDCL 3-9-9, 3-9-12.~~

~~**Example:** An example of a private carrier is an employee who moves himself.~~

5:01:07:03. Allowable household moving expenses. Reimbursement of allowable household moving expenses for state employees and for newly hired professional employees applies only to expenses for moving household furnishings, appliances, and personal effects of the individual and the individual's family. Allowable moving expenses include the following:

- (1) Packing containers, packing, and unpacking;
- (2) Extra pickup or delivery;
- (3) Labor charges;
- (4) Auxiliary service necessary for pickup;
- (5) Service bulky articles, loading and unloading charges;
- (6) Piano or organ carry charges;
- (7) Waiting time, not the fault of the carrier, per vehicle;
- (8) Empty mileage charge;
- (9) Elevator, stair, and excessive distance carry charge involved in pickup or delivery;
- (10) Overtime loading and unloading;
- (11) Reweighing charge;
- (12) Storage in transit and warehouse handling charges;
- (13) Valuation charges;

~~——(14) Service of household appliances or other articles requiring special servicing for safe transportation, carrier servicing of appliances or articles at origin, and carrier reservicing of appliances or articles at destination;~~

~~——(15) Papering and padding;~~

~~——(16) Wrapping or metal banding or both; and~~

~~——(17) Skirting, blocking, and other necessary expenses incurred in the transportation and relocation of a mobile home Repealed.~~

Source: SL 1975, ch 16, § 1; 3 SDR 34, effective November 7, 1976; 4 SDR 8, effective August 15, 1977; 6 SDR 15, effective August 30, 1979; transferred from §§ 5:01:02:25, 5:01:02:36, 11 SDR 41, effective September 29, 1984.

~~——**General Authority:** SDCL 3-9-11.~~

~~——**Law Implemented:** SDCL 3-9-9, 3-9-11, 3-9-12.~~

5:01:07:04. Mobile home moving expense allowance. ~~Reimbursement of moving expenses for transporting a mobile home containing household furnishings, appliances, and personal effects may not exceed one month's salary Repealed.~~

Source: SL 1975, ch 16, § 1; 3 SDR 34, effective November 7, 1976; 6 SDR 15, effective August 30, 1979; transferred from §§ 5:01:02:28, 5:01:02:30, 11 SDR 41, effective September 29, 1984.

~~**General Authority:** SDCL 3-9-11.~~

~~—— **Law Implemented:** SDCL 3-9-1, 3-9-2, 3-9-9.~~

~~—— **Cross-Reference:** Mobile home moving receipts required, § 3:05:04:01.~~

5:01:07:05. Allowable travel pay in addition to moving expenses. ~~In addition to the moving expenses allowed by §§ 5:01:07:03 and 5:01:07:04, each state employee is eligible for mileage and per diem allowance for travel from the old post of duty to the new post of duty. Any newly hired professional employee may receive an allowance for travel expenses as provided by § 5:01:07:11 Repealed.~~

Source: SL 1975, ch 16, § 1; 6 SDR 15, effective August 30, 1979; transferred from §§ 5:01:02:26, 5:01:02:36, 11 SDR 41, effective September 29, 1984; 39 SDR 221, effective June 27, 2013.

~~—— **General Authority:** SDCL 3-9-9.~~

~~—— **Law Implemented:** SDCL 3-9-1, 3-9-2, 3-9-9.~~

~~—— **Cross-References:** Use of privately owned automobile on official business, § 5:01:02:01; Per diem allowances for in-state travel, § 5:01:02:14.~~

5:01:07:06. Allowable storage expenses. ~~Storage expenses allowable under § 5:01:07:03 apply only to the belongings of the state employee's or newly hired professional's household and only in conjunction with moving expenses. Storage expenses will only be allowed for one public, bonded storage company per move Repealed.~~

Source: SL 1975, ch 16, § 1; 4 SDR 8, effective August 15, 1977; transferred from §§ 5:01:02:31, 5:01:02:32, 5:01:02:33, 11 SDR 41, effective September 29, 1984.

~~**General Authority:** SDCL 3-9-11.~~

~~———— **Law Implemented:** SDCL 3-9-9, 3-9-11, 3-9-12.~~

5:01:07:07. Moving allowance for professionals. ~~Moving expenses may be paid to any person recruited and hired to fill a position which has been defined as a professional position by the Board of Finance. The conditions are as follows:~~

~~———— (1) A professional is an employee receiving an annual salary equal to or greater than the minimum annual salary for Grade GF as set forth in the pay grade schedules filed with the Bureau of Human Resources pursuant to ARSD 55:10:11:02; and~~

~~———— (2) A written copy of the offer of employment for the professional position which contains an offer of payment of moving expenses from the appointing authority must accompany the application for moving allowance Repealed.~~

Source: 1 SDR 44, effective December 9, 1974; 2 SDR 14, effective August 27, 1975; 6 SDR 15, effective August 30, 1979; transferred from § 5:01:02:35, 11 SDR 41, effective September 29, 1984; 11 SDR 176, effective June 30, 1985; 17 SDR 194, effective June 23, 1991; 34 SDR 200, effective January 28, 2008; 39 SDR 221, effective June 27, 2013; 43 SDR 80, effective December 5, 2016.

~~———— **General Authority:** SDCL 3-9-11.~~

~~———— **Law Implemented:** SDCL 3-9-9, 3-9-12.~~

~~**Note:** Salary schedules are available on the Bureau of Human Resources website at: <http://sd.gov>.~~

5:01:07:08. Authorization required for reimbursement of moving expenses for professionals. ~~Moving expenses for professional persons who are recruited may be reimbursed~~

~~only when the individual is appointed to a full-time position by the appointing agency and when the expenses have been approved by an authorized officer pursuant to regulation or resolution of the agency's governing board or commission~~ Repealed.

Source: 1 SDR 44, effective December 9, 1974; 2 SDR 14, effective August 27, 1975; transferred from § 5:01:02:37, 11 SDR 41, effective September 29, 1984.

General Authority: SDCL 3-9-11.

Law Implemented: SDCL 3-9-9, 3-9-12.

5:01:07:09. Requirements for application for moving expenses for professionals. ~~The person entitled to reimbursement for moving expenses for professionals shall submit a household moving application signed by the person, approved by an authorized officer of the board or commission of the hiring agency, and accompanied by a statement of the monthly salary of the individual~~ Repealed.

Source: 1 SDR 44, effective December 9, 1974; 4 SDR 8, effective August 15, 1977; 6 SDR 15, effective August 30, 1979; transferred from § 5:01:02:38, 11 SDR 41, effective September 29, 1984.

General Authority: SDCL 3-9-11.

Law Implemented: SDCL 3-9-9, 3-9-12.

5:01:07:10. Return of transit pay allowance. When an employee leaves the employ of the state ~~within six months following a move, the employee shall repay the state the cost of the~~

~~move paid by the state~~ a prorated portion of the relocation allowance as provided below, unless the employee was unable to continue due to illness or injury or was dismissed.:

0-6 months – 100%

6-12 months – 75%

12-18 months – 50%

18-24 months – 25%

24 + months – 0%

Source: SL 1975, ch 16, § 1; 4 SDR 8, effective August 15, 1977; 6 SDR 15, effective August 30, 1979; transferred from § 5:01:02:34, 11 SDR 41, effective September 29, 1984.

General Authority: SDCL 3-9-11.

Law Implemented: SDCL 3-9-9, 3-9-11, 3-9-12.

5:01:07:11. Allowable travel expenses for professionals. ~~The travel expenses incurred by any person recruited for a position on the professional staff, and by each member of the persons immediate family, for one trip from a prior residence to a new assigned headquarter duty station, is eligible for reimbursement to the extent permitted to a state employee under chapter 5:01:02. However, the expense for mileage on a personal vehicle is limited to one vehicle and lodging is limited to the allowance for occupancy of one room per night. Any reimbursable expenses under~~

~~this section shall be aggregated with moving expenses for purposes of the limitation on reimbursement as provided in SDCL 3-9-12 Repealed.~~

Source: 39 SDR 221, effective June 27, 2013.

General Authority: ~~SDCL 3-9-11.~~

~~**Law Implemented:** SDCL 3-9-9, 3-9-12.~~