

6.7 Travel and Reimbursement of Expenses:

6.7.1 General Policy

It is the policy of the City that employees be fully reimbursed for necessary and reasonable job related travel expenses.

6.7.2 Travel Approval Required

All travel must be approved by the department head or Commissioner in charge of that department prior to the date of travel except in emergency instances.

6.7.3 In-State Travel Expenses

Per diem rates for approved in-state travel shall be paid at the current state rate.

6.7.4 Out-of-State Travel Expenses

Per diem rates for approved travel outside the state of South Dakota shall be paid at the current state rate. All out-of-state travel must be approved by the City Commission.

6.7.5 Meal Allowance - Schedule for Computation

The times for allowance of paid meals is as follows:

- (1) Breakfast: Leave before 5:31 a.m. Return after 7:59 a.m.
- (2) Lunch: Leave before 11:31 a.m. Return after 12:59 p.m.
- (3) Dinner: Leave before 5:31 p.m. Return after 7:59 p.m.

Receipts may be required for reimbursement. The date and hour of departure, arrival at the official station, and points at which temporary duty is performed, must be shown on the travel voucher.

6.7.6 Receipts Required for Lodging

Receipts are required for all lodging expenses for reimbursement.

6.7.7 Mileage Rate

When employees must use their private vehicles for approved travel, mileage shall be paid at the current state rate.

6.7.8 Routing of Travel

Direct route will be by a usually traveled route by standard map miles. Indirect route will be considered to be points such as sites, project locations and other points of visitation not listed in standard map mileage.

6.7.9 Interrupted Travel

In case an employee, for his or her convenience, travels by an indirect route or interrupts travel by direct route, the expense shall be borne by said employee.

6.7.10 Police Academy Travel

Employees attending Basic Law Enforcement Training will be paid compensation for travel time once to the academy and once to return from academy. If employee decides to travel back and forth any other time between duration of training, travel time and mileage will not be compensated.