

TRAVEL

I. Purpose

The purpose of the policy is to establish guidelines for College-related travel by Western Dakota Technical College (WDTC) employees.

II. General Statement of Policy

- A. The policy of WDTC is that employees who travel for College-related business from their primary work location will be compensated for allowable, authorized, and documented expenses. Travel must be approved in advance and be conducted in the most economical and practical manner. Examples of College-related travel include attending a meeting or conference off-campus, participating at clinical sites, and teaching students at an off-campus location.
- B. Current hotel, mileage, per diem, airfare, and other eligible travel rates will be provided in the WDTC Travel Handbook. All employees must acknowledge they have received and understand the procedures provided in the handbook prior to being allowed to incur travel expenses.
- C. The Travel Authorization Form and/or Mileage Form will be used to document expenses incurred. Mileage forms should be submitted for reimbursement no more frequently than monthly. Receipts must be provided as evidence of travel expenses on the Travel Authorization Form (with the exception of per diem and mileage) and provided to Accounts Payable upon return.

III. Definitions –

- A. Primary Work Location - location where employee performs job duties, as specified in the contract or job description.

IV. Reporting Procedures – None

V. Dissemination of Policy and Training

- A. This policy shall appear on the WDTC website on the policy webpage.
- B. New employees receive a copy of the policy and WDTC Travel Handbook at the time of their new employee orientation.

Legal References:

SD Codified Laws §3-9-1 – Mileage rate for automobile allowances

S.D.C.L. §3-9-2 – Meals and lodging expense allowance while away from residence or headquarters

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