

Travel

The School Board will pay employees before they leave for the conference for normal expenses for hotel, food, registration, and transportation costs incurred while attending authorized conferences or other activities whose purpose is related to instructional or operational improvements in the district. Employees will be able to receive their payment for meals during the conference but must fill out the required forms with the business office and provide documentation of the conference schedule. When arrangements for attendance are approved in advance in writing by the superintendent, employees may attend without loss of compensation. Rates for reimbursement will be established by the School Board each year at their annual meeting. Any additional expenses of transportation while attending the conference may be reimbursed with receipts provided by the employee.

Out-of-state travel within a distance equal to or less than that within South Dakota may be approved by the superintendent. All other requests for out-of-state travel must be approved by the superintendent prior to the event. The use of school vehicles and equipment must be approved by the appropriate principal and/or superintendent.

When official travel by personally owned vehicles has been authorized, mileage payment will be made at the rate currently approved by the Board.

Legal References: SDCL 3-9-1; 3-9-2; 3-9-5; 3-9-5.1; 3-9-5.2; 3-9-8 through 3-9-17; 4-7-10.4

Revised: April 10, 2006; July 12, 2010; February 12, 2024