

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Travel

NUMBER: 5:12

1. General Travel

Travel by staff and faculty members to professional, scientific and educational meetings for the purpose of the improvement of instruction and professional advancement and for official business is subject to the following provisions:

- A. Travel policy shall be clearly stated by the institution. The institution shall designate proper officials having responsibility for the approval of travel plans.
- B. All travel shall be in strict conformity with the rules and regulations made by the Board of Finance.
- C. Out-of-state travel requests for university and college personnel shall be signed by the party making the request, the department head, the dean, the president or other responsible institutional officer designated by the president.
- D. Out-of-state travel requests for the South Dakota School for the Deaf and South Dakota School for the Blind and Visually Impaired shall be signed by the party making the request and the Superintendent.
- E. Out-of-state travel requests for the Executive Director's office personnel shall be signed by the party making the request and the Executive Director.

2. Mode of Air Travel

Air travel shall not be first-class except when no other class is available.

3. Allowable Travel Expenditures

See Board of Finance Rules and Regulations (ARSD 5:01:02).

SOURCE: BOR, April 1978, P. 630; BOR, June, 1978, P. 814, Revised, April 1992; ARSD 5:01:02; BOR, December 1998.