



# DEPARTMENT OF EXECUTIVE MANAGEMENT BUREAU OF FINANCE AND MANAGEMENT

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## MEMORANDUM

**TO:** Department Secretaries; Bureau Commissioners; Legislative, Judicial, and Constitutional Officers; Institution Superintendents; and University Presidents

**FROM:** Morgan Gruebele, Chief Budget Analyst  
Bureau of Finance and Management

**SUBJECT:** **Travel Reimbursement Rates for FY2025**

**DATE:** April 16, 2024

Due to the passage of [HB 1060](#) during the 2024 Legislative Session, various travel reimbursement rates will increase on July 1, 2024, including the mileage reimbursement rate, in-state lodging reimbursement rate, and Highway Patrol daily meal allowance rate. By streamlining these rates with federal standards, the state's travel reimbursement rates will be more reflective of the actual costs of travel. Each October 1, the mileage rate and in-state lodging reimbursement rate will update to align with the rates set by the federal government.

### A. MILEAGE REIMBURSEMENT

Effective July 1, 2024, the mileage reimbursement rate will increase to be consistent with the mileage reimbursement rate for business set by the Internal Revenue Service (IRS), or \$0.655 per mile. If a state employee elects to use a personal vehicle for state business but an Office of Fleet and Travel Management pool vehicle is available, the mileage reimbursement rate will be set at 45% of the rate set by the IRS, or \$0.295 per mile.

### B. IN-STATE LODGING

Effective July 1, 2024, the maximum in-state lodging reimbursement rate will increase to be consistent with the actual cost of in-state lodging, not to exceed the rate set by the [General Service Administration \(GSA\)](#). The standard rate of \$107 per night will apply to travel in all counties in South Dakota, except for those specifically listed by the GSA. The lodging reimbursement rate for out-of-state and out-of-country travel will not change from the current rate of \$175 per night, with an additional \$100 available with excess lodging approval.

Primary Destination	County	Maximum Lodging Rate
Standard Rate	Applies for all locations without specified rates	\$107
Deadwood/Spearfish	Lawrence	October – May: \$107 June – September: \$157
Hot Springs	Fall River/Custer	October – May: \$107 June – September: \$152
Rapid City	Pennington	October – May: \$107 June – August: \$169 September: \$107

**C. HIGHWAY PATROL DAILY MEAL ALLOWANCE**

Effective July 1, 2024, the daily meal allowance for Highway Patrol Troopers assigned to field duties will increase to \$17 per day.

If you have any questions regarding how these changes will impact your agency, please contact your assigned budget analyst.

Morgan Gruebele, BFM Chief Budget Analyst

cc: University Business Managers, Fiscal Officers

# Travel Reimbursement Rates

Effective July 1, 2024

## Mileage Reimbursement

[SDCL 3-9](#)

Type	Rate	Comments
High Mileage	\$0.655/mile	Personal vehicle is used AND state motor pool vehicle is not available.
Low Mileage	\$0.295/mile	Personal vehicle is used AND state motor pool vehicle is available.
Special Needs Mileage	\$0.85/mile	Large personal vehicle is used (ex. Van, truck, SUV).
Special Needs Mileage	\$0.655/mile	Personal vehicle is used.

## In-State Travel Reimbursement

*In-State Lodging*

[SDCL 3-9-2](#)

Primary Destination	County	Maximum Lodging Rate + Taxes and Mandatory Fees
Standard Rate	Applies for all locations without specified rate	\$107
Deadwood/Spearfish	Lawrence	October – May: \$107; June – September: \$157
Hot Springs	Fall River/Custer	October – May: \$107; June – September: \$152
Rapid City	Pennington	October – May: \$107; June – August: \$169; September: \$107

*In-State Meals*

[ARSD 05:01:02:14](#)

Meal	Amount	Leave Before	Arrive After
Breakfast	\$6	5:31 AM	7:59 AM
Lunch	\$14	11:31 AM	12:59 PM
Dinner	\$20	5:31 PM	7:59 PM
<b>Daily Maximum</b>	<b>\$40</b>		

## Out-of-State Travel Reimbursement

[ARSD 05:01:02:11](#)

<b>Lodging</b>	\$175 + tax	Additional \$100 available with excess lodging approval.
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Meal	Amount	Leave Before	Arrive After
Breakfast	\$10	5:31 AM	7:59 AM
Lunch	\$18	11:31 AM	12:59 PM
Dinner	\$28	5:31 PM	7:59 PM
<b>Daily Maximum</b>	<b>\$56</b>		

## Out-of-Country Travel Reimbursement

[ARSD 05:01:02:10.01](#)

<b>Lodging</b>	\$175 + tax	Additional \$100 available with excess lodging approval.
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Meal	Amount	Leave Before	Arrive After
Breakfast	\$10	5:31 AM	7:59 AM
Lunch	\$21	11:31 AM	12:59 PM
Dinner	\$29	5:31 PM	7:59 PM
<b>Daily Maximum</b>	<b>\$60</b>		