



The University of South Dakota

Accounting & Purchasing Procedures Manual

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I. REASON FOR PROCEDURES

Describe the guidelines and procedures faculty, staff, and students of the University of South Dakota must follow when using University funds for travel and other purchases.

II. ADVANCE PAYMENTS

1. Registration fees for workshops or conferences can be paid in advance. Participants must sign a pre-registration statement promising to reimburse the state for any expenses not refundable in the event that the traveler chooses not to attend and attach this when requesting payment for the registration fee.
 - o Pre-registration Statement: I understand that if I do not attend the workshop for a reason other than through no fault of my own, I am responsible for reimbursing the State for any portion of this registration fee which is non-refundable. (Signature of person who is attending.)
 - o The statement is on the out-of-state/country travel request form for registrations out-of-state/country
2. Airfare prepayment is not allowed on state or local funds.
3. Travel Advances are available to any University employee required to travel on University business who has received authorization for travel. Group travel advances are also available when faculty members are travelling with students for state business.
 - o Refer to the [Individual Travel Advance Policy](#) and [Group Travel Advance Policy](#) for complete details on obtaining travel advances

III. AIR TRAVEL

1. Official travel by state employees and USD students shall be booked on the class available that is most economical to the state.
2. Only one ticket per state employee per trip will be an allowable expense.
3. Private Airplane Rates:

The mileage rates for any state employee flying a privately owned or rented airplane while traveling on state business are as follows.

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- Piston single engine -- \$2.50 per statute mile;
 - Piston multi engine -- \$4.00 per statute mile;
 - Turbo prop multi engine with fewer than nine seats -- \$4.65 per statute mile; and
 - Turbo prop multi engine with nine seats or more -- \$5.65 per statute mile.

Travel by privately owned or rented airplanes may be authorized only by the head of the department.

It is the pilot's responsibility to maintain qualifications required by the FAA. The State of South Dakota Aircraft Insurance Policy will not extend coverage to employees flying beyond the limitation of the pilot's license or if the pilot's certification becomes invalid.

4. Charter Airplane Rates:

Any department, agency, or institution may contract for airplane service from private flying stations when alternative methods of transportation are inadequate and when state aircraft are not available. The rates allowed for charter services shall not exceed charges made to private individuals and companies for like services.

5. Use of State-Owned Aircraft for General State Business:

When state-owned aircraft are used by other state agencies and departments, the per mile rates shall be determined by the administering agency on the basis of actual cost including operations, maintenance, and administration upon notification and approval of the Board of Finance at least 30 days prior to the effective date of rate change. For any flight, the pilot's subsistence and other travel expenses are allowable. No department shall pay more than their prorated share of the actual cost of the trip.

6. The Out-of-State Travel Request (OSTR) must be on file with the Budget and Finance Office for employees who need to secure an airline ticket for out-of-state and/or out-of-country travel.
7. An OSTR is not required for non-state employees. However, the airfare must be approved by the appropriate department head.
8. Individuals who purchase his or her airline ticket(s) with a personal check or credit card will not be reimbursed for travel expenses until the trip has been completed. Reimbursement of airline tickets must have the passenger ticket receipt and airline itinerary attached to the travel voucher.
9. If an employee uses electronic tickets, he or she will be sent a passenger receipt. The invoice-itinerary and passenger receipt must be submitted with the reimbursement voucher.
10. Individuals are not permitted to combine airfare cost and vehicle mileage cost on the Travel Voucher.
11. If the airfare is booked online, the traveler will not be able to receive reimbursement for the trip until the trip has been completed.

IV. ARTWORK AND AWARDS

The purchase of artwork, trophies, plaques, or other awards is allowable only in the following circumstances:

1. The item will not be given to an individual as a personal gift and it will be displayed in a public setting indefinitely. When submitting payment, an explanation of the use and justification of the expense must be included.
2. It is purchased through agency, institutional representation, or Foundation funds

V. ATHLETICS

The following procedures govern approval of and payment for travel by student athletes and employees traveling as a team. Except where specific exceptions are made, travel by individual employees of the Athletics Department, which is not associated with a team trip, is governed by the University of South Dakota Travel Procedures.

1. Unless otherwise provided herein, all travel by members of a team, whether students or employees, will be governed by rules for housing, meals, expenses, and entertainment of student athletes as published by the National Collegiate Athletic Association (NCAA). Where NCAA rules are silent, the University of South Dakota travel procedures shall prevail unless otherwise specified herein.
2. The Director of Athletics, or designee, will identify before each team trip all University employees and team members who will constitute the team travel party on that trip. This list will serve as the team roster and must be approved by the Director of Athletics prior to the trip.
3. The amount of reimbursement will not exceed the maximum allowance.
4. If traveling out-of-state, all meals are eligible for reimbursement at the out-of-state rate.
5. Team meals that are to be reimbursed by the NCAA can be over the allowed amount (per the approval of the USD Accounting Office) because the NCAA will reimburse the University.
6. Teams can prepay airline tickets as long as they are going through a local agency.
 - o Individuals must sign a statement saying they are responsible for any non-refundable amount if they do not travel.
7. Billing procedures are required to adhere to the direct billing policy of the hotel.
 - o If the billing is from out-of-state, then the University is required to pay that state's taxes.
 - o If the billing is from within the state of South Dakota, the University is not required to pay any tax.
8. Recruiters are allowed to obtain a vehicle from a dealership and the recruiter may be eligible for reimbursement for the cost of fuel he or she purchased for the vehicle.

VI. CLOTHING

The purchase of clothing is allowable only in the following circumstances:

1. The clothing is purchased for campus security, athletic teams, band members, or for students for which there is an academic purpose
2. The clothing is required to identify an employee or to assist students away from the employee's normal work place. The reason for the purchase is required when submitting an invoice for payment.
3. It is purchased through agency, institutional representation, or Foundation funds if the purchase is not specifically allowable under requirement 1. above

VII. GENERAL GUIDELINES

All University employees and students are to abide by the following guidelines when traveling in and outside the state of South Dakota on University business:

1. All employees and students traveling on University business are required to follow the rules and reimbursement rates set forth by South Dakota Administrative Rules and South Dakota Codified Law, as amended.
2. Individual claims required:
 - o Each claimant shall submit an individual claim for his or her travel expenses. One claimant's travel expenses shall not be a part of another individual's claim.
3. Index Numbers start with:
 - o "21" for state funds
 - o "22" for University funds
 - o "24" for grant funds
 - o "249" for agency funds
 - o "23F" for foundation funds
4. All vouchers need a program or agenda attached from conferences, meetings, or workshops attended.
5. Employees are eligible for reimbursement for tax on a purchase.
6. Personal expenses are not eligible for reimbursement. Personal cell phones are considered personal expenses. Therefore, claimants can't be reimbursed for roaming charges if traveling. If the phones are owned by and billed to the University, then the University will pay the expense.
7. Meals for alumni and boosters are eligible for reimbursement.
8. The Vendor Invoice Field always needs to be filled in when entering the voucher into Banner. The format for all travel (and when an invoice number is not provided) is the last date of

travel/service, first three letters of the vendor, and two of the department (example: 20140630HARAC).

9. Expenses Not Allowable for Public Meetings:

No state officer or employee who attends or is in the area of a political meeting, the state fair, the inaugural, state basketball or state football tournaments, or other public meetings of like character may be reimbursed for travel expenses unless the employee's duties necessarily require that he or she be present at the meeting or he or she specifically receives prior approval from the state board of finance. The request shall be made at least 30 days before the event.

10. Registration Fees Allowable Expense:

Registration fees for meetings shall constitute a reimbursable expense if the state employee was authorized to attend on behalf of state business.

11. Reimbursement for an Individual with Special Needs:

If no state vehicles are equipped or modified for the transportation of an individual with special needs and the individual desires to drive a personal motor vehicle on state business, the individual shall be paid \$0.56 per mile for a passenger or cargo van, pick up, or sports utility vehicle and \$0.42 per mile for any other motor vehicle.

If an individual who has special needs is required to travel on state business and that individual cannot find accessible rooms available at the customary state rates, the individual may be reimbursed for not more than \$125 per day for the accessible room.

An individual with special needs is a person with a disability who requires lodging that is physically accessible.

To receive reimbursement under this section, the individual shall complete a form provided by the State Board of Finance and attach the form to the travel voucher. The form shall contain the name of the individual requesting the reimbursement, the individual's agency, the agency address and phone number, the individual's signature, the signature of the supervisor approving the request, and the date of the travel.

12. SDCL 3-9-2.1 authorizes the Board of Finance to grant approval of the reimbursement of actual costs of lodging and meals, excluding any alcoholic beverage, incurred by a state officer or employee in the performance of their duties, regardless of whether the officer or employee is away from their place of residence or headquarters station if the criteria listed in statute are met:

- The lodging and meals are in furtherance of the state's interests, concerns, and activities;
- The activity for which the lodging and meal is required is related specifically to hosting a prospect for any business development, trade, or tourism promotional activity; and
- The officer or employee is performing an official duty at the direction of the head of the officer's or employee's department or office, which approval is certified in writing by the department or office head, or by the Governor.

To be eligible for reimbursement, the Board of Finance request form must be completed and submitted to the Secretary of State's office to be placed for consideration of the Board at an

upcoming meeting. Forms can be requested from the Accounting department. The Board of Finance meets the third Tuesday of each month. To be placed on the current month's agenda, the request must be submitted to the Secretary of State's office no later than 5:00 pm CT eight days preceding the third Tuesday of each month. Once placed on the meeting agenda, the claims will be presented and voted on by the membership for approval. Once approved/disapproved, the Secretary of State will return the documents back to the agencies with notification of the Board's decision.

In order to qualify for reimbursement, all information on the request form must be provided, including authorization by the department or office head, or by the Governor. Please also note that the corresponding receipts to the expenses being claimed must also be submitted. In addition, voluntary service gratuity is limited to eighteen percent, and a mandatory service gratuity added to the bill by the establishment is limited to twenty percent.

VIII. LODGING

General Guidelines

1. When individuals share a room, both names need to appear on the hotel folio. Each person must pay for his or her portion of the room. State regulations state that an individual cannot be reimbursed for another person's expenses. If one person does pay for the lodging, the companions need to pay that person directly and request reimbursement for their share. Each person is allowed the in-state or out-of-state/country rate. Payment must be shown on the folio.
2. As a rule, payment for lodging in a private residence will not be allowed. Exceptions must be obtained from the State Auditor's Office in advance. Names and addresses of private residences will not be required, but in certain circumstances may be necessary.
3. Direct payments to hotel/motels are limited to state rates and room charges only. No telephone, meals, etc. will be permitted.
4. Reimbursements to employees for hotel/motel stays are limited to room charges and taxes only. Hotel fees and surcharges will not be reimbursed.
5. Employees may be reimbursed for lodging and meals incurred as a result of extra days needed to obtain discount airfare as long as it can be shown that combined costs will not exceed the savings on the airfare.
6. If the energy surcharge and safe warranty fees increase the amount of the lodging to more than the Board of Finance allows, then the charges are not reimbursable.

Obtaining Approval for Hotel Rates Above State Allowance Rates

Occasionally, there are instances when there are no available hotel rooms within the rates allowed by the state of South Dakota. The daily allowance is \$55 per person plus tax from September 1st through June 1st or \$70 per person plus tax from June 1st through September 1st within South Dakota and \$175 per person plus tax outside of South Dakota. An additional \$100 allowance per person is allowed outside of South Dakota if approved on the Out of State Travel Request.

In order to accommodate these travelers, it is possible to obtain approval for a rate in excess of the state allowance. This approval must be obtained before any hotel arrangements are made. A reasonable effort must be made to find a hotel within the allowable rates prior to requesting this approval.

The following procedures must be followed to obtain approval:

1. Obtain 3 written quotes from similar hotels in the travel destination
2. Submit the written quotes to the USD Accounting office at least 2 business days before the travel arrangements need to be booked
3. USD Accounting office will submit the quotes to the State Auditor's office
4. USD Accounting will communicate the decision from the State Auditor's office back to the requestor

If approved, the hotel offering the lowest rate of the 3 quotes can be booked. If denied, a hotel can still be booked however the department will need to ensure that they will have the ability to use agency funds, institutional representation funds, or Foundation funds to pay for the cost above and beyond the allowable state rate.

It is not possible to submit a request after a trip has been completed. If a trip is complete and a traveler is requesting reimbursement for a hotel stay above the state rate, the overage must be charged to an agency fund, institutional representation fund, or Foundation fund.

IX. MEALS

Please refer to the section [XVI. Reimbursement Rates](#) for a list of the current per diem amounts. Any exceptions to per diem regulations require authorization by the State Auditor's Office. Requests must be submitted through the USD Accounting Office.

1. One banquet meal (no maximum amount) is allowed in lieu of per diem reimbursement if a registration fee is paid.
 - The banquet fee must be shown on the registration form or in the program and proof of payment is required.
2. Employees are not allowed reimbursement for meals in their home station under any circumstances, with the exception of the following:
 - It is specifically stated in the grant budget that the expense is allowed
 - Pre-game meals for athletics coaches
 - Any meals paid by institutional representation funds
 - Any meals paid by agency funds
3. Employees may be reimbursed for lodging and meals incurred as a result of extra days needed to obtain discount airfare. It must be shown that combined costs will not exceed the savings on the airfare.

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4. Individuals who are traveling out of state are eligible to claim out-of-state meal rates for the entire trip.
 5. If an individual is traveling to South Dakota, he or she is allowed the in-state rates.
 6. When coaches take recruits out to eat, coaches cannot be reimbursed if they are in their home station.
 7. A luncheon is considered a meal. However, a reception is not considered a meal.

X. MILEAGE

Refer to section [XVI. Reimbursement Rates](#) for details on mileage reimbursement rates. An individual can claim high mileage if:

- The individual is a non-university employee (they do not have access to fleet vehicles)
- The individual is a University employee located in a remote location and does not have access to a fleet vehicle
- A fleet vehicle is not available for use. A statement showing no fleet vehicle was available must be provided (PVO1 code on car request form)
- It is specifically stated in the grant budget

XI. MISCELLANEOUS EXPENSES

1. Reimbursement of Travel Expenses for Non-State Employees:

Individuals who are not state employees, but who travel on behalf of state business, either in-state or out-of-state, shall be reimbursed for the expenses of lodging, meals, and travel , not to exceed the maximum allowed for state employees on similar travel. All claims with substantiating documents must be submitted on the standard voucher and be approved as required of other travel vouchers. A W-9 Request for Taxpayer Identification Number and Certification form should be filled out by the individual in order to receive reimbursement.

2. Interview Expenses:

The rates for official state travel are as follows for interview expenses of potential employees:

- Reimbursement for travel, lodging, and/or meals at the applicable out-of-state or in-state rates will be at the discretion of the department, commission, agency, or board conducting the interview.
- Reimbursement for an interagency interview is not an allowable state expenditure.

3. Fuel Purchases:

Claims for fuel purchased for state vehicles must be accompanied by the credit card receipt or a paid receipt signed by the vendor.

4. Miscellaneous Expenses:

Other expenses directly related to the travel performed may or may not be allowable. Receipts of all expenditures in excess of \$1 must be provided (except in cases of taxi fares under \$5).

Such miscellaneous expenses must be reviewed and approved by the traveler's Dean or Department Head.

5. Tips and Gratuities:

Tips and gratuities are not eligible for reimbursement, unless the tip has been included by the restaurant in the bill or it is being paid from an agency or institutional representation fund.

XII. MOVING EXPENSES

All moving expenses must be approved by the Vice President of Finance and the South Dakota State Board of Finance. The individual must fill out the Household Moving Allowance Form and send the form, along with the letter of offer, to the University finance office to obtain authorization from the Vice President of Finance. The form will then be forwarded to Pierre for approval by the Board of Finance. Once the department has received the form containing all required signatures, the reimbursement can be processed through Banner with all proper documentation.

1. Allowable expenses when a moving company is used:

- Packing containers, packing supplies, packing, and unpacking
- Extra pick up or delivery charges
- Labor charges
- Auxiliary service necessary for pick up
- Service bulky articles, loading and unloading charges
- Piano or organ carry charges
- Waiting time not the fault of the carrier per vehicle
- Empty mileage charge
- Elevator, stair, and excessive distance carry charge involved in pickup or delivery
- Overtime loading and unloading
- Reweighing charge
- Storage in transit and warehouse handling charges
- Valuation charges
- Services of household appliances or other requiring special services for safe transport
- Papering and padding
- Wrapping or metal banding or both
- Skirting, blocking, and other necessary expenses incurred in the transportation and relocation of a mobile home

2. Allowable expenses when moving yourself:

- Truck rental
- Packing containers, packing supplies, packing and unpacking labor charges
- Gas for rental vehicle

3. Allowable travel pay in addition to moving expenses

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- In addition to the allowable moving expenses listed above, each state employee is eligible for mileage and per diem allowance for travel from the old post of duty to the new post of duty.
 - The travel expenses incurred by any person recruited for a position on the professional staff, and by each member of the persons immediate family, for one trip from a prior residence to a new assigned headquarter duty station, is eligible for reimbursement. However, the expense for mileage on a personal vehicle is limited to one vehicle and lodging is limited to the allowance for occupancy of one room per night.
4. Recruitment moves are limited to one month's salary of the recruited employee.
 - Expenses may not exceed the cost of moving 11,000 lbs.
 5. Allowable Travel Pay in Addition to Moving Expenses:

All state employees are eligible for mileage and per diem allowance for travel from the old post of duty to the new post of duty. Newly hired professional employees may not receive an allowance for travel expenses.
 6. When an employee leaves the employ of the state within six months following a move, the employee shall repay the state the cost of the move paid by the state unless the employee was unable to continue due to illness or injury or was dismissed.
 7. The following documents are required when requesting reimbursement of moving expenses:
 - Household Moving Allowance Form (approved by the USD Vice President of Finance and the State Board of Finance)
 - Employee offer letter
 - Copies of receipts

When entering the reimbursement in Banner, account code 622110 (Moving Expense Paid) should be used

XIV. OUT-OF-STATE TRAVEL PROCEDURES

Out-of-state travel is considered to be any official state travel outside the state of South Dakota.

1. All out-of-state travel requiring approval (see #3-4 for exemptions), including employees, students, and group travel, must be submitted on a travel request form to the department head for approval. The requesting employee and department head must sign the travel request form. If the traveler is the department head, the department head's supervisor or other employee of higher ranking (such as the President or the area Vice President) is required to sign the travel request form.
2. All student travel funded by any form of University funds requires an approved travel request form (unless exempt per 3-4 below). If a student is approved for a grant, or University funding after the trip has commenced, approval from the area Vice President must be provided with the request for reimbursement of travel expenses.
3. Same day travel to airports for the purpose of picking up recruits, candidates, visitors, etc. is allowed without submitting a travel request form.
4. Travel to out-of-state locations within 100 miles of the employee's work station is allowed without an approved travel request form, provided there is no overnight stay. Departmental approval policies must be followed.
5. As of January 1, 2013, all faculty and staff participating in a university affiliated international activity are required to enroll at the expense of the university in the Board of Regents endorsed international insurance plan. The traveler's home department shall bear the expense as a cost of travel. Directions about enrolling in the insurance can be found on the USD portal at <https://portal.usd.edu/financial/financial-affairs/travel.cfm>. Further questions about purchase of insurance can be directed to the Center for Academic Engagement.
6. Group travel for students and faculty/staff should be submitted on one travel request form.
7. Blanket travel request forms will be allowed for a maximum of 30 days unless otherwise approved by the area Vice President and submitted to the Budget and Finance Office.
8. Employees and students are expected to select the most cost effective method of transportation and are to consider the Sioux Falls, Sioux City, and Omaha airports. Comparable tickets must be used in the evaluation and airfare quotes must be provided with the travel request form when booking travel on a personal credit card or if travel includes personal days. All airfare tickets will be reviewed by Financial Affairs for cost effectiveness. Employees are not expected to book tickets with travel times inconsistent with their travel requirements or choose flights with more than one connecting flight.
9. Employees and students are allowed 1 day for travel before/after the event if flying domestically and 2 days before/after the event if flying internationally.
10. The University credit card can only be used when booking travel with the contracted travel agency and if the trip does not include personal days. If taking personal time before/after event, you must show airfare is the same price or cheaper to leave earlier or return later. The airfare comparison needs to be done prior to booking the flight as you cannot go back in time to obtain what the airfare would have been.

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11. If the lowest cost fare is out of Omaha, and the flight departs prior to 10:00 A.M., consideration may be given for an overnight stay in Omaha. The actual cost of the room, or a maximum amount of \$100.00, may be considered when determining the cost of transportation.
 12. Any increase in travel costs after the travel request has been approved for more than 10% of the total cost or \$200.00 whichever is greater must be re-approved by the Department Head and documentation provided with the reimbursement request.

All completed and approved travel request forms must be submitted to the Office of Financial Affairs, Slagle Hall Room 209, at least 3 weeks prior to date of departure. The Office of Financial Affairs will assign a travel request number and return a copy of the travel request to the originating department. Tickets may not be booked until the travel request number has been assigned.

XV. RECEIPTS

The following receipts are required when submitting requests for payment or reimbursement:

1. Lodging
 - Hotel/motel folios shall be itemized. If a regular folio is not available, then a receipt from the hotel owner or clerk is required.
2. Conferences/Seminars/Workshops
 - A copy of the program, agenda, or official letter stating the dates, location, meals provided, and a copy for any fee that is paid must be provided. If paid out-of-state, a copy of the out-of-state travel request must be provided.
3. Registration
 - The registration receipt needs to show the amount paid and the fees.
4. Car Rental
 - A statement justifying why a car was rented versus use of public transportation and receipt must be provided. The most economical method needs to be used. A rental car is only allowable when a fleet vehicle is not available.
5. Taxi
 - Receipts are required for any expense over \$5.
6. Airline Tickets
 - Receipt showing amount paid for ticket
7. Parking
 - Receipts are required if over \$1
8. Moving
 - Moving claims must include receipts, the letter of offer, and the household moving form
9. Receipts will be required for any expense other than previously mentioned, when over \$1.

XVI. REGISTRATION FEES

All items listed below are required when requesting reimbursement for registration fees.

1. Evidence of the amount paid
 - Invoice showing payment, cancelled check, or e-mail stating the payment has been received and the amount that was paid must be provided
2. Evidence of the fee
 - Must be from a program or official letter
3. When a fee is paid by direct voucher for more than one employee, a registration form for each employee or invoice showing a number registered is required.
4. The registration form showing the event, fees, date, and place needs to be attached.
5. If the event is out of state, the approved travel request needs to be attached for employees.
 - The registration document ID needs to be written in the Document ID box on the travel request before it is scanned. This is so that travel can be referenced to the registration payment.
7. The Prepayment Statement must be signed if a payment is for a future event.

XVII. REIMBURSEMENT RATES

Transportation Allowances (effective July 1, 2007):

| <u>Source of Transportation</u> | <u>Mileage Rate</u> |
|--|---------------------|
| Auto – low rate (State Vehicle available) | \$0.23 |
| Auto – high rate (State Vehicle not available) | \$0.42 |
| Motorcycle | \$0.09 |
| Airplane (piston single engine) | \$1.50 |
| Airplane (piston multi engine) | \$4.00 |
| Airplane (turbo prop multi engine fewer than nine seats) | \$4.65 |
| Airplane (turbo prop multi engine with nine or more seats) | \$5.65 |

Meal Allowances:

| <u>Meal</u> | <u>In-State</u> | <u>Out-of-State</u> | <u>Out-of-Country</u> |
|------------------|-----------------|---------------------|-----------------------|
| Breakfast | \$6.00 | \$10.00 | \$10.00 |
| Lunch | \$11.00 | \$14.00 | \$21.00 |
| Dinner | <u>\$15.00</u> | <u>\$21.00</u> | <u>\$29.00</u> |
| Total Daily Rate | \$32.00 | \$45.00 | \$60.00 |

Meal Allowance Eligibility:

| <u>Meal</u> | <u>Post of Duty Departure</u> | <u>Post of Duty Arrival</u> |
|-------------|-------------------------------|------------------------------|
| Breakfast | Must leave before 5:31 a.m. | Must return after 7:59 a.m. |
| Lunch | Must leave before 11:31 a.m. | Must return after 12:59 p.m. |
| Dinner | Must leave before 5:31 p.m. | Must return after 7:59 p.m. |

Lodging Allowances:

| <u>Travel Status</u> | <u>Daily Allowance</u> | <u>Excess Allowance</u> |
|-----------------------|--|-------------------------|
| In-State | ***\$55 plus tax 9/1 through 6/1 ***\$70 plus tax 6/1 through 9/1 | N/A |
| Out-of-State | *\$175.00 plus tax | *\$100.00 plus tax |
| Out-of-Country | *\$175.00 plus tax | *\$100.00 plus tax |
| Apartment (In-State) | \$400.00 per month (prorate partial month) | N/A |
| Private Trailer House | **\$8.00 plus electricity & parking fees | N/A |

Actual cost of lodging may not exceed the pre-approved maximum daily/excess rates. If cost of lodging exceeds the above allowances, the excess may be paid out of an institutional representation fund, an agency fund, or a Foundation fund.

***Normal daily and excess lodging allowance must be on approved OSTR**

****Maximum reimbursement may not exceed \$26.00.**

*****Hotels offering in-state rates can be found at**

http://boa.sd.gov/divisions/travel/lodging_at_state_rates_a_thru_e.aspx

XVIII. ROAD TRAVEL

1. Measurement of mileage traveled by private automobile on state business:

When transportation is authorized or approved for privately owned automobiles, distances between points traveled shall be standard map mileage for direct travel, and by odometer readings for indirect travel. Any deviation from distances as shown by the current state highway map shall be justified. The shortest practical route of travel between two points should be determined using Microsoft Streets and Trips software.

2. Limits for out-of-state travel, meals, and lodging allowances:

Anyone driving a personal or state motor vehicle out of state shall be allowed meals and lodging up to a maximum of two days each way for travel between the post of duty and the business destination. Allowable motor vehicle mileage for out-of-state travel may not exceed the cost of the most economical commercial airfare available per person traveling.

3. Allowance for use of privately owned motor vehicle:

In lieu of actual transportation expenses, an employee shall be paid \$0.42 per mile for use of a privately owned motor vehicle on official business outside the city limits of the employee's designated post of duty. The mileage rate covers all expenses incidental to the operation of a motor vehicle, including gasoline, oil, tires, repairs, towing, and insurance.

If State Fleet and Travel Management or Department of Transportation pool motor vehicles are available in a designated city but the employee desires to drive a personal motor vehicle, the employee shall be paid at the rate of \$0.23 per mile.

4. Mileage to and from an in-state work site, allowable only to the extent that it does not exceed the allowable cost of meals and lodging that could be charged if the employee stayed at the work site.
5. Motor Vehicle Rentals Authorized:

A regularly scheduled rate by a rent-a-car service is an allowable charge for transportation on state business if a state or privately owned motor vehicle is not available, providing that a receipt and a statement of justification are included with such claims as proof that utilizing a rental car service was the most economical form of transportation. For example, the rental car service must be cheaper than taking a taxi or using any other form of public transportation.

XIX. TRAVEL VOUCHER PROCEDURES

1. All claims for reimbursement of traveling expenses while on state business shall be submitted on travel voucher forms available on the USD portal at <https://portal.usd.edu/financial/financial-affairs/travel.cfm>
2. Travel vouchers must be itemized and stated in accordance with the state of South Dakota's Administrative Rules and South Dakota Codified Law, as amended.
3. The purpose of travel must be explained in the space provided on the travel voucher.
4. The date and hour of departure from and arrival at the official station and points at which temporary duty is performed must be shown on the travel voucher.

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5. All points visited other than official ones shall be shown on the vouchers, but the time of arrival and departure need not be shown.
 6. The time of arrival at, or departure from, a place shall be considered as the time at which the conveyance used by the traveling employee actually leaves or arrives at its regular terminal.
 7. If a state employee, for the employee's own convenience, travels by an indirect route or interrupts travel by a direct route, the extra expense shall be borne by the employee.
 8. Any person who travels on state business and who submits a voucher for reimbursement under this chapter shall state on the voucher the date and hour the person begins and leaves official business duties for each item of interrupted or indirect travel.
 9. When weather or plane conditions are the cause for a flight to be interrupted, and the expenses are absorbed by the airlines, no payment for meals or lodging will be made.
 10. When an employee is required to perform state duties in a specific area for a period of time longer than one week, the weekend layover may not exceed two days. The cost of the layover may not exceed the cost of a round trip to the employee's duty station and back.
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XX. FOOD AND BEVERAGE REIMBURSEMENTS NOT RELATED TO TRAVEL

1. Food for employees at their home station is not an allowable expenditure. Food for employees can be paid from Agency, Foundation (paid directly by the Foundation, not from 23Fxxx funds) or Institutional Representations funds only. Grant funds are an allowable source to pay for food for employees, if the grant specifies that is an allowable expense.
2. State Accounts – No food can be purchased from state funds (funds starting with a “21”). The only exception to this rule is if general funds are the only fund source for the department. Then documentation should include how the food purchase is part of the center’s mission.
3. Alcohol is NEVER an allowable expenditure.
4. Food and beverage items purchased not related to travel will require thorough documentation, which includes the following:
 - Description of the event, which can include an invitation, announcement, agenda, calendar event listing from USD website, or brochure which includes the who, what, when and location of the event
 - Justification documenting the business purpose for the food purchase
 - Detailed invoice or receipt
 - Signatures:
 1. A signature sheet for those in attendance is preferred.
 2. Events that are held by invitation to recipients can include an attendance listing.
 3. Employee recognition events should include a signature from the supervisor (such as years of service or retirement reception).
 4. Dean’s hospitality items require the Dean’s signature (this verifies these items are not for employee use).

5. Allowed funding sources:

○ Agency funds:

1. These sources can be used to purchase food, subject only to the limitations placed on them by the funding agency.
2. The fund number for agency accounts will start with a “27” and the index will usually start with a “249”.
3. There are no guidelines for what may be spent from Agency accounts (however alcohol is not allowed).
4. We recommend the same documentation as noted in item 4 be used in the event that a recode to another fund source is necessary.

○ Grant funds:

1. Grant funds can be used to purchase food if specifically outlined and approved in the grant award.
2. Generally, amounts spent on meals are limited to state guidelines.
3. A copy of the budget page of the grant authorizing funds must be included.
4. Documentation noted in item 4 above should be included.

○ Institutional Representation Funds:

1. Funds are available to the president and vice presidents for hospitality purposes, including food.
2. Institutional Representation funds may be used for items that enhance the appearance or benefit the operations and image of the institution as a whole.
3. Examples of appropriate uses are outlined in USD policy 2.029.

○ Local funds:

1. Purchases of snack foods and beverages (for full meals) will be allowed out of local accounts when the foods are provided for activities involving current students, prospective students, or the public.
2. Food for employees is not an acceptable expense.
3. Registration Fees:
 1. Food purchases for an event such as a camp, conference or banquet where fees have been collected from participants to cover the food costs are allowable.
 2. Amounts spent on meals are limited to state guidelines.

XXI. CREDIT CARDS AND OPEN CHARGE ACCOUNTS

1. Departments wanting to apply for a Credit card or open a charge account at local businesses must contact the Vice President of Financial Affairs or the Director of Auxiliary Services for approval in advance.
2. Departments will be notified annually of users within their departments that have been authorized to charge at local businesses. Departments must review the list and submit any

changes to the list to Financial Affairs. Changes may also be requested throughout the year if necessary.

3. Supervisors are responsible for reviewing purchases made through procurement cards, local charge accounts or credit cards to ensure purchases have a legitimate business need.
4. Charge accounts and credit cards issued to the University of South Dakota cannot be used for personal purposes and must be used only for University related business. All payments made will need to be processed through the banner system or paid directly using foundation funds.
5. Specific procedures related to State issued procurement cards, local charge accounts and credit cards and other vendor charge account are as follows:

- o **State Issued Procurement Cards**

1. Process for Obtaining a Card – New cards must be requested through the Director of Auxiliary Services by completing an application document. New cardholders are required to meet with the Director of Auxiliary Services to discuss proper use of the card and billing procedures. Cards will be distributed when the educational session has been completed.
2. Approved Cardholder - Only the approved Cardholder whose name is embossed on the card is authorized to make purchases with the card. The Cardholder is responsible for keeping the card in a secure location within the department.
3. Procurement Card Purchases - The Procurement Card may be used for the purchase of supplies, equipment and certain services with a total cost of \$1,000.00 or less per transaction. Charges must not be split to avoid exceeding the individual transaction limit of the card. The procurement card may not be used for the following:
 - a. Computer Hardware/Software
 - b. Cash Advances
 - c. Travel Expenses (hotels, meals, beverages, airfare, taxis, etc.)
 - d. Fuel (petroleum)
 - e. Standard Merchant Category Exclusions (liquor stores, jewelry, etc.)
 - f. Personal Use
 - g. Consulting Services
 - h. Services that require a signed contract
 - i. Decorative Items
 - j. Food
 - k. Registration/membership/subscription fees
4. Documentation – Cardholders are responsible for providing all sales invoices and register receipts. The amount charged must match the documentation exactly. Documentation must clearly state the details of what was purchased and the amount.
5. Sales Tax Exempt - Purchases made with the Procurement Card are tax exempt except for purchases made in person outside of South Dakota. Items purchased from vendors outside of South Dakota but shipped to South Dakota are not taxable. The cardholder is responsible for ensuring tax has not been charged. USD's tax

exempt number is 1018-1306-ST. A copy of our tax exempt certificate is available from Financial Services, 209 Slagle Hall, 677-5255.

When making purchases at Wal-Mart, a Wal-Mart tax exempt card is required. Contact Customer Service at Wal-Mart to obtain a card.

6. Credit for Returns or Errors - If an item is returned, a credit must be shown and supporting documentation must be submitted with the monthly statement. If you have a dispute with a charge on your card, contact Citibank to file the dispute and for further instruction.
7. Billing Process – Procurement card statements are mailed directly to the cardholder from Citibank. The statement will always reflect a new balance, minimum due and previous balance. If you get a statement, there was some sort of activity on the credit card. Statements will not be sent if no activity occurred during the month. If the cardholder has not received the statement by the 15th of the month, and are certain charges were incurred, the cardholder shall contact Citibank and request a copy of the statement.
 - a. Statements and all related documents must be received in the Accounting Office by the 17th of each month. The following items are required:
 - Original Citibank Statement along with one copy of statement
 - Original receipts and one copy of each receipt for each transaction (Copies can have more than one receipt on a page.)
 - A copy of the ad for any advertising purchased with the card must accompany the statement and invoice.
 - Banner Index number and account code to bill for each transaction. Please choose an account code from the following list.
 - 744030 Legal Document Fees
 - 744170 Broker & Underwriter Fees
 - 744220 Equipment Service & Maintenance
 - 744230 Janitorial & Maintenance Service
 - 744240 Laundry & Dry Cleaning Service
 - 744260 Livestock Inspection & Service
 - 744270 Livestock & Indemnity Payments
 - 744280 Livestock Testing Service
 - 744290 Off-Campus Laboratory Service
 - 744350 Advertising – Magazines
 - 744360 Advertising – Newspaper
 - 744370 Advertising – Radio
 - 744380 Advertising – Advertising TV
 - 744390 Advertising – Brochures
 - 744400 Advertising – Internet
 - 744410 Advertising – Miscellaneous
 - 744420 Radio, TV & Film Production
 - 744430 Publishing
 - 744440 Newsletter Publishing
 - 744450 Manual Costs
 - 744460 Equipment Rental
 - 744470 Film Rental

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- 744480 Microfilm & Photography
 - 744490 Rents – Private Owned Property
 - 744500 Rents – County/Municipal Property
 - 744510 Rents – Other
 - 744580 Trucking, Drayage & Freight
 - 744600 Wash & Clean
 - 744610 Storage Costs
 - 744960 Other Contractual Services
 - 755988 Supplies and Small Equipment
- Cardholder supervisor’s signature on the statement authorizing the expense(s)
 - Description and short explanation of the purpose or use for all items (office supplies, lab supplies, props, type of service, etc.)
- b. In the event a vendor charges unallowable sales tax, the cardholder must immediately contact the vendor and request a credit to the card in the amount of the tax. A copy of the credit invoice is also required and must be attached to the statement showing the credited amount. If the vendor is not willing to credit the tax amount, the cardholder is personally responsible for this charge. The cardholder will have one month to resolve the issue.
 - c. In the event a statement is received in accounting after the 17th of the month or receipts are missing, the cardholder will have one month to resolve the issue.
 - d. In the event of any unallowable charges being charged to the card, the cardholder is responsible for contacting the vendor and having them issue a credit to the card and requesting a credit memo. If the unallowable charge is an expense that can be paid by voucher, then the cardholder needs to have a voucher prepared to pay the vendor after the credit is issued. If the vendor is not willing to credit the charge, the cardholder is personally responsible for this charge. The cardholder will have one month to resolve the issue.
 - e. In the event that a receipt(s) is missing, the cardholder will have one month to resolve the issue. If the cardholder does not get an original receipt, they are personally responsible for the charge(s).
 - i. Cardholders who have turned in their statements late, have unallowable charges or are missing documentation will be sent an email the first time it happens. For the second occurrence, an email will be sent to the cardholder and their supervisor. The third occurrence will result in the card being cancelled.
 - ii. In the event your card is cancelled, all outstanding issues must be resolved within 30 days. Your supervisor will be notified for follow up and disciplinary action if the issues are not resolved in this time frame. USD reserves the right to withhold the amount of the transactions from an employees pay check per BOR policy 5:21.
8. Past due Invoices – If disputed charges are submitted for payment after the original due date, all items mentioned above are required.

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9. Lost or Stolen Card - If a Procurement Card is lost or stolen you must immediately notify Citibank (open 24 hours a day). Call 1-800-248-4553 and report the card as lost or stolen. Also notify the Director of Auxiliary Services at 677-6623.
 10. Changes in Employment – If a cardholder ends his/her employment with USD, the procurement card must be returned to the Director of Auxiliary Services, 209 Slagle Hall. The cardholder is responsible for providing all outstanding receipts and related documents to their supervisor prior to ending employment. If a cardholder transfers to another department at USD, the new supervisor must approve future use of the card.
 11. Questions
 - a. If you have any questions about how to make purchases with the credit card, please contact Auxiliary Services at 677-6623.
 - b. If you have questions regarding payment of charges, please contact the Accounting Office at 677-5075.

o **Local Charge Accounts**

1. All departments with charge accounts at local vendors are responsible for ensuring balances are paid within 30 days.
2. For charge accounts with an issued charge card, the banner org financial manager is responsible for safekeeping of the card(s) within each department. The authorized users and the responsible person for the card should not be one in the same person.
3. Detailed receipts and a description of the business purpose of the expense should be included along with the voucher when processing payment in the Banner system. The department supervisor will review and approve all payments in the Banner system.

o **Cortrust Credit Cards**

1. Athletics Team Travel Credit Cards
 1. Team Travel Credit Cards cannot be used for any purchases not related to team travel. This includes athlete recruitment trips or any non-competition travel event.
 2. One credit card is issued to each of the following departments:
 - i. Men’s Basketball
 - ii. Women’s Basketball
 - iii. Football
 - iv. Men’s Golf
 - v. Women’s Golf
 - vi. Soccer
 - vii. Softball
 - viii. Swimming & Diving

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- ix. Tennis
 - x. Track & Field
 - xi. Volleyball
3. It is not mandatory that the departments use the credit cards, but is encouraged by the Athletics department.
 4. The credit card balance is monitored on a regular basis by the Athletics Accounting Assistant to ensure that the charges do not exceed the credit limit.
 5. As soon as a team returns from a trip, the expense report is submitted on the travel payment detail form and the payment is expensed against that team's budget and the funds are entered into the Athletic Credit Card Clearing fund where the credit card payment is made.
 6. Athletics Administration collects the credit cards from the team when they are not in travel season to prevent unapproved use.
 7. The Associate Athletic Director of Administration monitors the fund at the end of the fiscal year in order to zero out the balance on the Athletic Credit Card Clearing fund, meaning all expense reports are turned in for the fiscal year and all credit card bills have been paid.
2. General University Credit Card
 1. The Director of Auxiliary Services is responsible for any use of this card.
 2. Requests to use the credit card must be sent to the Director of Auxiliary Services or his designee.
 3. All requests must be for legitimate business needs.
 4. The department using the card must provide a receipt for the charge, approval from their supervisor and index and account number. A copy of the approved travel request is required for registration fees.
 5. Hotel rooms and airline tickets may not be charged to this card.
 6. Auxiliary Services processes the payment to the credit card company monthly.
 7. The Accounting Office bills the charges back to the department through the FUPLOAD process.
 3. General University Travel Credit Card
 1. The VPFA Program Assistant is responsible for the University Travel Credit card. When payments are made using the university travel card, receipts are reviewed as they are received to ensure all payments made have an approved travel request or approved authorization to use the travel credit card. Receipts are printed and maintained in a folder.
 2. Based on actual use, payments are made 1-3 times per month.
 3. Assistant Comptroller obtains the folder with the receipts to match the payments charged to the credit card. A spreadsheet is prepared detailing each trip, traveler's name, the amount charged, along with the department's index to be charged.

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4. The credit card statement along with the detailed spreadsheet is signed by the Director of Budget and the Vice President of Financial Affairs.
 5. Payment to Cortrust Bank is then processed through the Banner system and supporting documentation is attached electronically in Xtender. The Accounting department is responsible for preparing a FUPLOAD in Banner to charge back the amounts to each department.
- Other Vendor Charge Accounts
 1. Any open charge account(s) with vendors requiring a credit application, must be routed to the Department of Auxiliary Services for approval.

XXII. PROCUREMENT PROCEDURES

1. Contract Items
 - Contracts maintained or approved by the State of South Dakota shall be considered as the first source for the acquisition of supplies and equipment. This includes State contracts and other cooperative agreements. Contracts may be viewed on the SDezBuy Homepage, punch-out and hosted catalogs or on the state site located at: <http://boa.sd.gov/divisions/procurement/contracts/>
 - All office supplies must be purchased through Office Stores for departments located in Vermillion.
2. Purchases of equipment and supplies under \$4,000
 - Orders with a total cost of less than \$4,000 shall be obtained by using sound business practices in the best interest of the institution. Orders less than \$1,000 may be purchased using a purchase requisition, procurement card, direct pay invoice or other approved method. Orders over \$1,000 must be processed on a purchase requisition in SDezBuy.
 - Users must provide a written price quote from the supplier on all orders exceeding \$1,000. The Quote should include: Vendor Name, Vendor Address, Quantity, Product Description, Unit of Measure, Unit Price and shipping terms. The quote must indicate whether or not shipping charges will be added to the invoice. If shipping charges will be added, an estimated amount must be referenced on the quote. USD prefers FOB Destination, shipping charges prepaid and allowed so the supplier is responsible for the goods until delivered and pays all freight charges). This quote must be attached to the purchase requisition.
 - The quote form located at <https://www.sdbor.edu/portal/forms/SDBORQuoteFormStandardReaderver3.pdf> should be used whenever possible.
 - The Purchasing Department reserves the right to seek additional quotes if it is in the best interest of the University.
3. Purchases of equipment & supplies from \$4,000 - \$24,999
 - Orders with a total cost exceeding \$4,000 and less than \$25,000 require a minimum of three competitive quotes unless the items are available from existing contracts; are

considered exempt as outlined in section 5 below; or are justifiably a sole source. Orders for any non-exempt items must be approved by the Office of Procurement Management unless they are being purchased from existing contracts. The Purchasing Department will be responsible for obtaining competitive quotes and requesting approval from the Office of Procurement Management if applicable. A purchase requisition must be submitted through SDezBuy for all orders.

4. Purchases of equipment & supplies greater than \$25,000

- Orders with a total cost exceeding \$25,000 must be bid by the Office of Procurement Management unless the items are available from existing contracts; are considered exempt as outlined in section 5 below; or are justifiably a sole source. The Purchasing department will coordinate the bidding process through the Office of Procurement Management. A purchase requisition must be submitted through SDezBuy for all orders. A detailed list of specifications must be provided with the purchase requisition.

5. Purchasing of Exempt Items

- SDCL § 5-18A-22 provides an exemption from competitive bidding requirements for items referenced in this section. Exempt items shall be purchased using sound business practices and in the best interest of the institution. The Purchasing Department shall review exempt orders to determine if and when competitive quotes should be solicited. Any applicable 24 and ending on federal bidding requirements (if funded from federal grants) must be adhered to.
- Items included in this exemption are:
 1. Any contract for the purchase of supplies from the United States or its agencies or any contract issued by the General Services Administration;
 2. Any purchase of supplies or services, other than professional services, by purchasing agencies from any active contract that has been awarded by any government entity by competitive sealed bids or competitive sealed proposals or from any contract that was competitively solicited and awarded within the previous twelve months;
 3. Any equipment repair contract
 4. Any procurement of electric power, water, or natural gas; chemical and biological products; laboratory apparatus and appliances; published books, maps periodicals and technical pamphlets; works of art for museum and public display; medical supplies; communications technologies, computer hardware and software, peripheral equipment, and related connectivity; tableware or perishable foods;
 5. Any supplies, services, and professional services required for externally funded research projects at institutions under the control of the Board of Regents;
 6. Any property or liability insurance or performance bonds, except that the actual procurement of any insurance or performance bonds by any department of the state government, state institutions, and state

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- agency shall be made under the supervision of the Bureau of Administration;
7. Any printing involving student activities conducted by student organizations and paid for out of student fees;
 8. Any purchase of surplus property from another purchasing agency;
 9. Any animals purchased;
 10. Any seeds, fertilizers, pesticides, feeds, and supplies used in the operation of farms by institutions under the control of the Board of Regents.
- All software and hardware purchases are to be made through SDezBuy regardless of cost.
 - Purchases of computers over \$250 and software/peripherals/AV equipment, etc. over \$400 will route to IT for compatibility review.
6. Purchases of Specialized Equipment
 - Orders for specialized equipment that meet any of the following criteria, must be approved by Facilities Management prior to the order being submitted to Purchasing. Please contact Facilities Management at fmwrkctr@usd.edu for approval.
 - Requires installation by Facilities Management or an outside contractor
 - Has unique power requirements
 - Is permanently attached to a building structure
 - Is excessive in size or weight (over 400 pounds)
 - Includes any other connection requirements to other services or utilities
 7. Executive Director and Board Approval Items
 - Purchases of capital assets with a unit cost between \$250,000 and \$500,000 shall be approved by the Executive Director of the Board of Regents.
 - Purchases of capital assets with a unit cost exceeding \$500,000 must be approved by the Board of Regents.
 - The Capital Asset request form (found on SDezBuy Home page) must be submitted with the purchase requisition.
 8. Purchase of Printing Projects
 - Per Bureau of Administration Administrative Rule 10:02:03:01, any publication, pamphlet, flyer or brochure with a total cost exceeding \$100, and for distribution to the public at large, must bear an inscription indicating the number of copies made, the approximate cost per copy and the name of the printer. Refer to the following link for more detail: <http://legis.state.sd.us/rules/index.aspx>.
 - An exemption to this requirement has been granted for the following items;
 - Materials used for the recruitment of students
 - Materials used for recognition of students and employees including graduation programs, diplomas and certificates of recognition
 - Programs for athletic events that are sold to the general public
 9. Environmentally Preferred Products

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- Bureau of Administration Administrative Rules 10:02:05:01 through 10:02:05:15 pertain to the use of environmentally preferred products when purchasing printing projects, paper stock and cleaning and maintenance equipment and supplies. Refer to these rules when purchasing these items.
 - If the total cost of recycled paper exceeds the cost of virgin stock by 5% or more, virgin stock may be used.
 - Printing projects printed on recycled paper must bear an inscription or recycled symbol indicating recycled paper was used.

10. Emergency Purchases

- The Emergency Purchase Request Justification Form (found on SDezBuy) is required for emergency purchases of non-exempt equipment and supplies totaling \$25,000 or more. The Advertising requirement is waived if rentals are not practicable and there exists a threat to public health, welfare, or safety or for other urgent and compelling reasons. This is to be used as an exception to the normal bidding process. Three written quotes are required to accompany this form as attachments in SDezBuy. The Purchasing Department will request approval from the Office of Procurement Management for all emergency purchases. (example: Chiller)

11. Non-Professional Services

- Contracts for non-professional services in excess of \$25,000 must be awarded through a competitive bid process. This process may include a sealed bid process or Request for Proposal (RFP). Non-professional services include services which are typically physical or manual in nature. Construction and public improvement projects are not considered services and are governed by BOR Policy 6. Please contact the USD Purchasing Department to process service contracts.
- A services agreement is required for all non-professional services, regardless of cost.

12. Professional Services

- Contracts for professional services in excess of \$50,000 must be awarded through an RFP process. The requirements as listed in SDCL 5-18D-17 through 5-18D-22 shall be followed.
- Professional services are classified as: services arising out of a vocation, calling, occupation, or employment involving specialized knowledge, labor, or skill, and the labor or skill involved is predominantly mental or intellectual, rather than physical or manual. Please contact the Purchasing Department when processing professional service contracts.
- A consulting agreement is required for all professional services, regardless of cost.

13. Construction Projects

- Construction contracts including new construction, repairs, remodeling, renovations and alterations (public improvements) must be coordinated with USD Facilities Management.
- Any public improvement contract in excess of \$50,000 must be processed through the Office of the State Engineer (OSE). If OSE delegates the project back to USD, all requirements in SDCL 5-18B must be adhered to.

- Any public improvement contract in excess of \$50,000 must be advertised per SDCL 518A-14 and awarded by competitive sealed bids or competitive sealed proposals.
- Any bid exceeding \$50,000 requires a bid bond per SDCL 5-18B-2
- Any Public Improvement Contract exceeding \$50,000 requires a performance and payment bond equal to the amount of the contract per SDCL 5-21-1
- All competitive bid solicitations (regardless of amount) shall be coordinated through USD Purchasing unless otherwise directed by the Purchasing Department

14. Competitive Bid Process

- All information related to a competitive bid process is considered confidential until an award has been made.
- USD Purchasing Office is responsible for all communications with vendors during the bid process.

APPENDIX A: VERMILLION MILEAGE CHART

USD TO FOLLOWING POINTS
All points are within SD unless otherwise noted

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|----------------------|------|---------------------------|-----|----------------------|-----|
| Akron, IA | 23 | Burke..... | 139 | Dupree..... | 352 |
| Aberdeen..... | 261 | Canistota..... | 69 | Eagle Butte..... | 336 |
| Alcester..... | 32 | Canton..... | 52 | Edgemont..... | 450 |
| Alexandria..... | 90 | Carthage..... | 124 | Elk Point..... | 16 |
| Ames, IA..... | 206 | Cedar Falls, IA..... | 250 | Eureka..... | 335 |
| Arlington..... | 117 | Centerville..... | 24 | Fairfax..... | 113 |
| Armour..... | 97 | Chamberlain..... | 172 | Fargo, ND..... | 299 |
| Austin, TX..... | 951 | Cherokee, IA..... | 72 | Faulkton..... | 321 |
| Baltimore, MD..... | 1218 | Cheyenne, WY..... | 539 | Flandreau..... | 101 |
| Belle Fourche..... | 430 | Chicago, IL..... | 519 | Fort Dodge, IA..... | 154 |
| Beresford..... | 28 | Clark..... | 193 | Fort Pierre..... | 249 |
| Big Stone City..... | 192 | Clear Lake..... | 147 | Fort Thompson..... | 193 |
| Bismarck, ND..... | 457 | Colome..... | 162 | Freeman..... | 58 |
| Bison..... | 425 | Colorado Springs, CO..... | 626 | Garretson..... | 82 |
| Bloomington, MN..... | 280 | Columbia, MO..... | 438 | Gayville..... | 15 |
| Bonesteel..... | 118 | Corsica..... | 108 | Geddes..... | 110 |
| Boston, MA..... | 1500 | Custer..... | 415 | Gettysburg..... | 281 |
| Boulder, CO..... | 594 | Dallas..... | 152 | Grand Forks, ND..... | 375 |
| Brandon..... | 71 | Deadwood..... | 417 | Gregory..... | 147 |
| Bridgewater..... | 74 | Dell Rapids..... | 81 | Groton..... | 242 |
| Britton..... | 254 | Denver, CO..... | 581 | Hartford..... | 60 |
| Brookings..... | 115 | De Smet..... | 134 | Hawarden, IA..... | 36 |
| Buffalo..... | 485 | Des Moines, IA..... | 235 | Hayti..... | 143 |
| Buffalo, NY..... | 1051 | Doland..... | 211 | Highmore..... | 224 |
| Bullhead..... | 404 | Duluth, MN..... | 425 | Hot Springs..... | 426 |

| | | | | | |
|----------------------|------|--------------------------|-----|---------------------------------|------|
| Howard..... | 107 | Olivet..... | 58 | Tyndall..... | 54 |
| Hudson..... | 47 | Omaha, NE..... | 132 | Valentine, NE..... | 234 |
| Huron..... | 157 | O’Neil, NE..... | 109 | Viborg..... | 32 |
| Iowa City, IA..... | 331 | Onida..... | 266 | Volin..... | 20 |
| Ipswich..... | 288 | Parker..... | 49 | Wagner..... | 80 |
| Irene..... | 28 | Parkston..... | 85 | Wakonda..... | 21 |
| Jefferson..... | 24 | Philip..... | 300 | Wall..... | 324 |
| Joplin, MO..... | 470 | Pickstown..... | 92 | Washington, DC..... | 1214 |
| Kadoka..... | 281 | Pierre..... | 252 | Waterloo, IA..... | 253 |
| Kansas City, MO..... | 313 | Pine Ridge..... | 358 | Watertown..... | 161 |
| Kansas City, KS..... | 311 | Plankinton..... | 127 | Wayne, NE..... | 43 |
| Kennebec..... | 200 | Platte..... | 126 | Webster..... | 211 |
| Kimball..... | 151 | Presho..... | 210 | Wessington Springs..... | 153 |
| LaCrosse, WI..... | 354 | Rapid City..... | 376 | Westville..... | 13 |
| Lake Andes..... | 96 | Redfield..... | 205 | White River..... | 228 |
| Lawrence, KS..... | 325 | Rochester, MN..... | 293 | Winnebago, NE..... | 54 |
| Lead..... | 418 | Rock Rapids, IA..... | 79 | Winner..... | 173 |
| LeMars, IA..... | 41 | Rock Valley, IA..... | 59 | Wolsey..... | 171 |
| Lemmon..... | 459 | Rosebud..... | 271 | Woonsocket..... | 138 |
| Lennox..... | 42 | Rosebud Indian Res..... | 264 | Worthing..... | 46 |
| Leola..... | 301 | St. Charles..... | 127 | Yankton..... | 27 |
| Lincoln, NE..... | 156 | St. Cloud, MN..... | 280 | | |
| Madison..... | 92 | St. Francis..... | 269 | Sioux Falls to Following | |
| Madison, WI..... | 430 | St. Paul, MN..... | 295 | Points | |
| Mankato, MN..... | 213 | Salem..... | 82 | Aberdeen..... | 203 |
| Marion..... | 57 | Salt Lake City, UT..... | 962 | Beresford..... | 34 |
| Marshall, MN..... | 150 | Santee, NE..... | 59 | Brookings..... | 56 |
| Martin..... | 313 | Scotland..... | 56 | Centerville..... | 40 |
| Marty..... | 83 | Selby..... | 339 | Chamberlain..... | 141 |
| McIntosh..... | 419 | Sioux Center, IA..... | 57 | Deadwood..... | 385 |
| Menno..... | 55 | Sioux City, IA..... | 35 | Milbank..... | 124 |
| Milbank..... | 182 | Sioux Gateway Airport, | | Mitchell..... | 72 |
| Miller..... | 201 | Sioux City, IA..... | 45 | Pierre..... | 224 |
| Minneapolis, MN..... | 281 | Sioux Falls..... | 61 | Rapid City..... | 348 |
| Mission..... | 266 | Sioux Falls Airport..... | 65 | Sisseton..... | 157 |
| Mission Hill..... | 22 | Sisseton..... | 213 | Wakonda..... | 55 |
| Mitchell..... | 104 | Sisseton Indian Res..... | 203 | Watertown..... | 104 |
| Mobridge..... | 361 | Spearfish..... | 423 | Yankton..... | 79 |
| Montrose..... | 72 | Spirit Lake, IA..... | 125 | | |
| Mound City..... | 357 | Springfield, IL..... | 553 | | |
| Murdo..... | 243 | Springfield..... | 56 | | |
| New York, NY..... | 1308 | Stevens, IA..... | 215 | | |
| Newton, IA..... | 262 | Strool..... | 444 | | |
| Norfolk, NE..... | 73 | Sturgis..... | 404 | | |
| N. Sioux City..... | 31 | Timber Lake..... | 402 | | |
| Oacoma..... | 174 | Tripp..... | 73 | | |

APPENDIX B: RELATED DOCUMENTS, FORMS, AND TOOLS

[South Dakota Administrative Rule §5-01](#)

[South Dakota Codified Law §3-9](#)

[In-State Common Travel Payment Detail](#)

[Out-of-State Travel Request](#)

[Out-of-State Common Travel Payment Detail](#)

[Individual Travel Advance Request Form](#)

[Group Travel Advance Request Form](#)

[Household Moving Allowance Form](#)

[Fleet Request Form](#)

APPENDIX C: DEFINITIONS

1. **Agency Fund** – Funds held by the University where the University is functioning as the custodian or fiscal agent.
2. **Direct route** - The shortest practical route of travel between two points as determined by the official state mileage chart dated September, 1976, for in-state travel or the current Rand McNally Road Atlas mileage chart for out-of-state travel or as determined by standard map mileage for points not identified on the mileage charts.
3. **Foundation Fund** – Gifts or donations that are intended for the support of activities at the University, or for the benefits of its programs or students, and must be processed through the University of South Dakota Foundation.
4. **In-state travel** - All official state travel within South Dakota.
5. **Institutional Representation Fund** - The Board of Regents allows the University to spend funds on institutional representation. These funds may be used when “presenting” the University to non-university individuals (e.g., students, parents, prospective employees, etc.). The funds can also be used in-house in certain circumstances such as light refreshments for employee recognition and retirement programs. The funds are not to be used for items of a personal nature, which do not benefit the University as a whole.
6. **Interrupted travel** - Additional travel for personal reasons which is not a necessary part of official travel.
7. **Interview expense** - Lodging, meals, transportation, and any other expenses necessary to reimburse a prospective employee for travel from the prospective employee's home to the location of an interview for employment by the state of South Dakota. The term does not include any expenses incurred by the spouse of the employee.
8. **OSTR** - Out-of-State Travel Request.
9. **Out-of-state travel** - All official state travel outside South Dakota.
10. **Post of duty or Home Station** - The location where an employee is permanently assigned for work and permanently resides.
11. **Team** - All University employees and team members identified on the travel roster. The roster must be approved by the Director of Athletics or designee prior to the trip.
12. **Terminal** - An airport, railroad station, or bus depot when a common carrier is used; an official or temporary duty station when private, pool, or other state-owned vehicles are used by the traveler.
13. **Transportation expenses** - The costs of all necessary official travel on regular commercial airliners, chartered aircraft, privately owned motor vehicles, railroads, buses, and other usual means of conveyance, including fares and such expenses incidental to travel while on state business as baggage transfer fees, tolls, and taxicab fares.