

South Dakota Department of Transportation  
Reimbursement Guidelines  
for the South Dakota Transportation Commission,  
South Dakota State Railroad Board, South Dakota Railroad Authority,  
and South Dakota Aeronautics Commission  
Dated July 14, 2022

This document provides guidelines that will be used to determine reimbursements to members of the South Dakota Transportation Commission, the South Dakota State Railroad Board, the South Dakota Railroad Authority, and the South Dakota Aeronautics Commission in the performance of their official duties.

1. Per diem compensation and meals, lodging and travel expense reimbursement will be provided to a member to participate in the following:
  - a. Official meetings of the member's board, commission or authority
  - b. Attendance on behalf of the member's board, commission or authority at:
    - i. A meeting of a task force or subcommittee to which the member has been assigned by the board, commission or authority
    - ii. Department-sponsored events such as:
      1. Statewide Transportation Improvement Program (STIP) meetings
      2. Project tours
      3. Public project or planning meetings.
    - iii. South Dakota legislative meetings and hearings where the member offers testimony on behalf of and at the request of the member's board, commission or authority
    - iv. Any other event, meeting, or conference that the member's board, commission or authority has approved as within the member's official duties.
2. Per diem compensation and expense reimbursement will be in accordance with SDCL 4-7-10.4 and rules set by the State Board of Finance. Reimbursement requests will be submitted to the Department's Secretary for processing.