

**REIMBURSEMENT GUIDELINES**  
**Effective July 1, 2015**

**MILEAGE**

BHSSC encourages the use of fleet vehicles at all times for business travel. However, if you have approval to drive your own vehicle you may be eligible for mileage reimbursement.

For mileage reimbursement the Destination (ex: city or facility) and Activity/Justification Column (activity, purpose, or reason for travel) must be completed. The total number of miles for which you are claiming reimbursement should be entered in the Miles Driven column. Mileage will be calculated and reimbursed at the rate set at the BHSSC's annual meeting in July.

**PER DIEM**

**You may be eligible for per diem ONLY if your travel includes an overnight stay.** The rates for in-state and out-of-state per diem are available below, along with guidelines for corresponding departure and return times (be sure to use a colon to separate hours and minutes, i.e. 10:45 PM). The dollar amount of your per diem request should be placed in the Per Diem column.

**In-State Per Diem: \$32.00 per day**

MEALS	LEAVE BEFORE...	RETURN AFTER...
Breakfast \$ 6.00	5:31 am	7:59 am
Lunch \$ 11.00	11:31 am	12:59 pm
Dinner \$ 15.00	5:31 pm	7:59 pm

**Out-of-State Per Diem: \$45.00 per day**

MEALS	LEAVE BEFORE...	RETURN AFTER...
Breakfast \$ 10.00	5:31 am	7:59 am
Lunch \$ 14.00	11:31 am	12:59 pm
Dinner \$ 21.00	5:31 pm	7:59 pm

To receive per diem, your Reimbursement & Travel Form must include the time you left in the Depart Time column and the time you returned in the Return Time column (using AM or PM as appropriate). The Destination and Lodging columns also need to be filled out to receive per diem. If meals were included in conference registration and you chose to purchase a meal elsewhere or if someone else purchased your meal, you are not eligible for Per Diem reimbursement. **When attending a conference attach the conference agenda to your Reimbursement & Travel Form.**

**LODGING**

An overnight stay must be documented in the lodging column. If you paid for your lodging, put the amount you paid for each nights lodging in the Lodging column and attach the original itemized receipt from the motel showing paid. If your lodging was billed directly to BHSSC, put a DB (direct billed) **and** the name of the hotel in the lodging column. If you direct billed your lodging and received a receipt for lodging, submit it to your fiscal manager immediately (**do not attach it to your Reimbursement & Travel Form**). If you stayed with family or friends, or lodging was provided for you, note that in the Lodging column,

**REIMBURSE**

Reimbursement for other travel expenses, such as cab fare or airport parking will be made with original itemized receipt only. Note the dollar amount of your request in the Other Reimburse column and attach the original receipt to your Reimbursement & Travel Form.

Purchases from established vendors (vendors that have existing accounts with BHSSC) should be made with a PO and not paid for by the employee. The use of a PO avoids payment of state sales tax and may offer additional business discounts on the purchase.

Requests for other pre-approved expenses should be entered in the Other Reimburse column on the date they were incurred, and the original itemized receipt attached to your Reimbursement & Travel Form.

If you are claiming reimbursement for meals purchased for a meeting, the program and the initials of the participant(s) at that meeting must be written on the itemized receipt or you may attach a **list** of participants. The amount of the reimbursement requested goes in the Other Reimburse column and the original itemized receipt must be submitted with your Reimbursement & Travel form.

If you have questions about travel reimbursements, contact your fiscal manager or the accounts payable clerk, Laura in the Business Office in Sturgis, 605-347-4467 ext 230, or [lfossen@tie.net](mailto:lfossen@tie.net).