

Policies and Regulations

NEPN Code: EEBB/STI

Support Services

Use of Private Vehicles on School Business

Employees who are requested to travel by an administrator, and who are required to provide their own transportation shall be entitled to claim a mileage reimbursement.

All employees required to drive a personal vehicle in performance of their duties must have a valid driver's license and be able to provide proof of auto insurance annually in compliance with all applicable South Dakota statutes and regulations.

A claim for mileage reimbursement shall be submitted at least annually and no later than June 30th of the fiscal year in accordance with direction given by the Southeast Technical College Finance Office. The claim shall be submitted to the STC Finance Office on a mileage form provided by the STC Finance Office. The mileage claimed shall be approved by the STC Finance Office. The mileage rate paid shall be that established by the State Board of Finance and the Internal Revenue Service per policy DKC/STI DKC-R/STI.

Related Policies: ECE/STI -ECE-R/STI – Seat Belt Use

Policy		Board Action	(formerly 4159.1)
adopted:	09-28-81	19896	
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