



Travel Reimbursement Policy

It is likely that some minor travel expenses may be incurred; however, interns may submit documentation for reimbursement of certain out-of-pocket expenses while traveling for required SD-PIC activities. SD-PIC provides funding for intern expenses incurred during travel for mandatory, off-site training-related activities, including but not limited to travel, lodging, and meals.

Meal reimbursements apply only to meals that are not made available to the intern by SD-PIC and only during the required training-related travel. Interns should plan to pay separately when dining together. SD-PIC will not reimburse for alcohol.

The following is the per diem rate for meals:

Meals Allowable	In-State	Out-of-State	When Leaving Before	When Returning After
Breakfast	\$ 06.00	\$ 10.00	05:31 AM	07:59 AM
Lunch	\$ 14.00	\$ 18.00	11:31 AM	12:59 PM
Dinner	\$ 20.00	\$ 28.00	05:31 PM	07:59 PM

To be reimbursed, interns must save all original receipts, complete a travel expense form, and submit them to the SD-PIC Training Directors within 30 days of returning from the training experience.

Employee will be reimbursed for using their own vehicle at 0.42 cents per mile.

If interns are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the agencies may not be used for personal use.

Interns should work with their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this travel reimbursement policy, including falsifying expense reports to reflect costs not incurred by the intern, can be grounds for disciplinary action and initiate the due process policy.

Reviewed and approved by SD-PIC Faculty on 10/17/2022.