

TRAVEL

Policy I-04

PURPOSE

This policy establishes guidelines by which Bureau of Administration (BOA) employees may travel and outlines the correct procedures for requesting and reporting travel. This policy encompasses all departmental employees. Exceptions to this policy may be approved by the Commissioner of the Bureau of Administration.

POLICY REQUIREMENTS

A). Out-of-State Travel

All out-of-state travel must be requested in writing (travel request form) in advance of a trip. Travel request forms should be approved by the appropriate division director prior to submitting to the Commissioner of the Bureau of Administration. No arrangements for out-of-state travel should be made until the Commissioner has either given verbal or written approval for the trip. Employees should plan in advance so that the State can take advantage of lowest possible air fares. Air fare should be scheduled by the most economical method.

Use of privately owned vehicles for out-of-state travel -- Bureau of Administration employees will not be authorized to take privately owned vehicles out-of-state on business without prior approval of the Commissioner. No mileage expenses will be paid unless it can be documented that it is cost effective to the State. When a private vehicle is authorized, expenses will be paid in accordance with ARSD 5:01:02:04.

B). In-State Travel

In-state travel does not have to be approved by the Bureau of Administration Commissioner. In-state travel should be requested on a travel request form, and should be approved and initialed by the traveler's supervisor and by the division director.

Use of privately owned vehicles for in-state travel - Bureau of Administration employees may request to take privately owned vehicles on state business. Expenses for a private vehicle will be paid in accordance with ARSD 5:01:02:01. Use of privately owned vehicles must be approved by the appropriate division director.

C). Air Charter / State Air

The use of charter and state aircraft must be approved by the appropriate division directors. Out-of-state use must be approved by the Commissioner. Charter or state airplanes will not be allowed when there is only one passenger.

D). Automobile Rentals

Regularly scheduled rates by rent-a-car services will be an allowable charge for transportation for state business under the following two conditions: 1) when neither state nor privately owned vehicles are available and 2) the rent-a-car services have been *approved by the Commissioner*.

GENERAL PROVISIONS

When driving a state vehicle on state business, state employees are covered for liability due to their negligence in operating state vehicles on official state business. Personal belongings in state vehicles are not covered by the State. In state vehicles, coverage through the Public Entity Pool for Liability (PEPL) applies to non-state employees who are on official business for the state. When authorized to use a personal vehicle on state business, the employee's personal automobile liability insurance policy is primary coverage.

Employees who drive their personal vehicle on state business are responsible to check with their insurance carrier about possible exclusions.

ACCIDENT REPORTING PROCEDURES

A driver involved in an accident with a state vehicle should report the accident to: (1) the nearest law enforcement official; (2) inform the driver's agency risk management contact person, who is responsible for filing the state vehicle Accident Report; (3) the Fleet and Travel Office in Pierre. The driver is required to obtain two damage repair estimates, obtain the name, address, and phone number of the other driver and any other person involved, and obtain insurance information from the driver of any other vehicle involved.

In the event of an accident involving a fatality, serious bodily injury, or serious property damage, immediately contact Claims Associates, Inc. in Sioux Falls at 605-333-9810. Their 24-hour emergency number is 888-430-2249. Then report the accident to your agency's risk management contact. For all other accidents, report to your agency contact as soon as possible.

Request that a copy of the completed report be returned to you in order to check it for accuracy and for future reference, if needed.

SAFETY BELTS

In accordance with Executive Order 88-7 safety belts shall be worn by all passengers in state vehicles at all times.

POLICY INDEX

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REVISION LOG