

	<b>NEPN Code: EEBB/STI</b>
<b>Policies and Regulations</b>	

## 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 30<sup>th</sup> of the fiscal year in accordance with direction given by the Southeast Technical Institute Finance Office. The claim shall be submitted to the STI Finance Office on a mileage form provided by the STI Finance Office. The mileage claimed shall be approved by the STI 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	
amended:      06-28-82	20343	
amended:      09-27-93	27432.3f	
reviewed:     02-11-02	30073	
amended:      09-22-08	35166	
amended:      01-24-11	35956	
amended:      07-15-11	36117	