



# DEPARTMENT OF EXECUTIVE MANAGEMENT BUREAU OF FINANCE AND MANAGEMENT

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## MEMORANDUM

**TO:** Department Secretaries; Bureau Commissioners; Legislative, Judicial, and Constitutional Officers; Institution Superintendents; and University Presidents

**FROM:** Morgan Gruebele, Chief Budget Analyst  
Bureau of Finance and Management

**SUBJECT:** **Travel Reimbursement Rates for FY2025 – Effective October 1, 2024**

**DATE:** September 20, 2024

As outlined in [HB 1060](#) during the 2024 Legislative Session, the mileage rate and the in-state lodging reimbursement rate will be updated to align with the rates set by the federal government.

### A. MILEAGE REIMBURSEMENT

Effective October 1, 2024, the mileage reimbursement rate will increase to be consistent with the mileage reimbursement rate for business set by the Internal Revenue Service (IRS), or \$0.67 per mile. If a state employee elects to use a personal vehicle for state business but an Office of Fleet and Travel Management pool vehicle is available, the mileage reimbursement rate will be set at 45% of the rate set by the IRS, or \$0.302 per mile.

### B. IN-STATE LODGING

Effective October 1, 2024, the maximum in-state lodging reimbursement rate will increase to be consistent with the actual cost of in-state lodging, not to exceed the rate set by the [General Service Administration \(GSA\)](#). The standard rate of \$110 per night will apply to travel in all counties in South Dakota, except for those specifically listed by the GSA. The lodging reimbursement rate for out-of-state and out-of-country travel will not change from the current rate of \$175 per night, with an additional \$100 available with excess lodging approval.

Primary Destination	County	Maximum Lodging Rate
Standard Rate	Applies for all locations without specified rates	\$110
Deadwood/Spearfish	Lawrence	October: \$140 November – April: \$110 May – September: \$140
Hot Springs	Fall River/Custer	October – May: \$110 June – September: \$161
Rapid City	Pennington	October – May: \$110 June – August: \$158 September: \$110

If you have any questions regarding how these changes will impact your agency, please contact your assigned budget analyst.

Morgan Gruebele, BFM Chief Budget Analyst  
cc: University Business Managers, Fiscal Officers