

Home Station Per Diem Reimbursement Request – [SDCL 3-9-2.2](#)

When Application and Authorization sections are completed, please submit the original to:

State Board of Finance – Office of Secretary of State
Capitol Building – 500 E Capitol Ave – Pierre, SD 57501
Phone: 605-773-3537/Email: BOF@state.sd.us

PLEASE NOTE: The request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Agency Address: _____

Agency Phone Number: _____

Employee/Agency Requesting Reimbursement: _____

Total Amount of Reimbursement: _____

Date(s) of Expense: _____

Event Start Time: _____ Event End Time: _____

Agenda Attached: _____ List of employees attending with home station designation: _____

Explanation of official business performed: _____

I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while conducting state business at my headquarters station or place of residence. I certify that the event extended entirely through a mealtime without interruption and included a meal provision for which I was billed. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Signature of Employee/Agency

Date

Authorization

I hereby certify that the above employee was authorized to incur the claimed expenses at their headquarters station or place of residence while performing necessary duties of their employment on behalf of the State of South Dakota. I attest that the employee's participation in the event was in the furtherance of state interests.

Name of Department/Office

Head Position/Title of Agency Official

Signature of Department/Office Head

Date

State Board of Finance Approval

Approval Date

Signature of Secretary, State of Board of Finance

Note: When completed, attach the original form and receipts to voucher to be sent to the State Auditor's Office. If request is made on behalf of an agency, attach list of attendees including Home Station and Agenda.