

Travel Detail Worksheet

SOUTH	DAKOTA
	D SECURITY

Name	Date	License Number	State Employee ID Number if Applicable	Home Station

Reimbursement Rates for Travel									
In-State			Out-of-State				Mileage or Fuel		
Meals	Amount	Leave Before	Return After	Meals	Amount	Leave Before	Return After	Private Vehic	cle \$0.42/mile
Breakfast	\$6.00	5:31am	7:59am	Breakfast	\$10.00	5:31am	7:59am	Government Ve	ehicle Fuel Receipts
Lunch	\$14.00	11:31am	12:59pm	Lunch	\$18.00	11:31am	12:59pm	Lodging - State Employees	
Dinner	\$20.00	5:31pm	7:59pm	Dinner	\$28.00	5:31pm	7:59pm	In-State	\$75.00+tax
Total Per Day	\$40.00			Total Per Day	\$56.00			Out-of-State	s \$175.00+tax

Date mm/dd/yy Description	Description	Time		Auto Miles	Trans Cost	Meals	Lodging	Misc Expenses
	Leave	Return	Auto willes	Trails Cost	ivicais	Loughig	Wilse Expenses	
*receipte require	d for all costs except meals and mileage	CUPT	OTALS	0	0.00	0.00	0.00	0.00
receipis require	и от ан соото ехсерт meats and mileage	3061	UIALO	U	0.00			
						GRAND	TOTAL	0.00

Reason for Trav	vel:			
I declare and a	ffirm under the penalities of perj	ury that this claim has been examined	d by me and to the best of my knowledge and belief is in	all things true and correct.
	Claimant	Date	Authorization	Date

Submit to:

SD Office of Homeland Security 118 W Capitol Avenue Pierre, SD 57501 Email: DPSHomelandSecurity@state.sd.us