

Resolution No. 2024-4

A RESOLUTION OF THE SPRING CREEK/COW CREEK SANITARY DISTRICT ADOPTING THE POLICY AND SCHEDULE FOR PER DIEM RATES OF REIMBURSEMENT FOR MEALS, MILEAGE, AND LODGING RATES

WHEREAS, the Spring Creek/Cow Creek Sanitary District ("District") recognizes the need to establish a standardized policy for the reimbursement of expenses incurred by its employees, superintendents, and agents in the course of conducting District business; and

WHEREAS, the District seeks to ensure that such reimbursements are fair, reasonable, and consistent with current industry standards; and

WHEREAS, the District desires to adopt a policy and schedule for per diem rates of reimbursement for meals, mileage, and lodging rates, and to provide for adjustments to these rates as they may change from time to time;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Spring Creek/Cow Creek Sanitary District as follows:

1. Adoption of Per Diem Rates:

The District hereby adopts the following per diem rates of reimbursement for expenses incurred by its employees and officials while conducting District business:

- Meals: Reimbursement for meals shall be based on the per diem rates established by the South Dakota State Board of Finance for South Dakota State Employees and enforced through the respective Administrative Rules South Dakota.
- Mileage: Reimbursement for mileage shall be based on the standard mileage rate established by the South Dakota State Board of Finance for South Dakota State Employees and enforced through the respective Administrative Rules South Dakota.
- Lodging Rates: Reimbursement for lodging accommodations shall not exceed Two Hundred Dollars (\$200.00) without prior approval from the Board. In the event prior approval is not feasible, reimbursement may be granted by the Board as the Board deems appropriate considering if all reasonable efforts to obtain prior approval were taken.

2. Adjustment of Rates:

The per diem rates for meals, and mileage shall be automatically adjusted to reflect any changes made by the South Dakota State Board of Finance. No further action by the Board of Trustees shall be required to implement such adjustments.

3. Submission of Expense Reports:

Employees, superintendents and agents of District seeking reimbursement for expenses incurred while conducting District business must submit detailed expense reports, including receipts and documentation to the Clerk of the District or as otherwise directed by the Board.

4. Compliance with Policy:

All reimbursement requests shall be reviewed for compliance with this policy and any related District procedures. Reimbursements that do not comply with this policy may be denied or adjusted accordingly.

5. Effective Date:

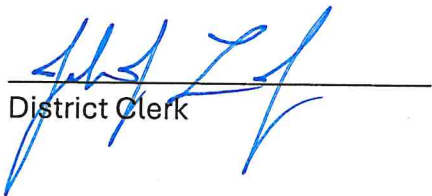
This Resolution shall take effect consistent with South Dakota Codified Law and publication as applicable.

PASSED AND ADOPTED by the Board of Trustees of the Spring Creek/Cow Creek Sanitary District on the ____ day of September, 2024.



Todd Schneider
President, Board of Trustees

ATTEST:



District Clerk