

**RESOLUTION TO AMEND THE  
CITY OF RAPID CITY TRAVEL REGULATIONS**

WHEREAS, the City of Rapid City has regulations to reimburse for expenses incurred by City employees or individuals traveling at the request of the city, and

WHEREAS, the State of South Dakota, effective July 1, 2004, has increased the reimbursement rate for mileage and in-state hotel accommodations, and

WHEREAS, the City of Rapid City, effective August 1, 2004, shall recognize the changes made by the State of South Dakota by adopting the following reimbursement for the City employees:

In lieu of actual transportation expenses, an employee shall be paid 32 cents per mile for use of a privately owned motor vehicle on official business if no City of Rapid City motor vehicle is available. The mileage rate covers all expenses incidental to the operation of a motor vehicle, including gasoline, oil, tires, repairs, towing and insurance; and

If a City of Rapid City motor vehicle is available but the employee desires to drive a personal motor vehicle, the employee shall be paid at the rate of 20 cents per mile.

The in-state per diem rates for official in-state travel shall be as follows:

(Effective August 1, 2004) The actual cost of lodging up to a maximum of \$41 plus tax a day;

(Effective January 1, 2005) The actual costs of lodging up to a maximum of \$42 plus tax a day;

(Effective July 1, 2005) The actual costs of lodging up to a maximum of \$43 plus tax a day;

(Effective January 1, 2006) The actual costs of lodging up to a maximum of \$44 plus tax a day;

(Effective July 1, 2006) The actual costs of lodging up to a maximum of \$45 plus tax a day;

Dated this \_\_\_ day of \_\_\_\_\_, 2004.

MAYOR

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Attest:

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Finance Officer

