

**Black Hills Special Services Cooperative
Per Diem Rates**

Effective Date 1/1/2005

All employees who travel on authorized BHSSC business and have to stay overnight* will be reimburse for meals in accordance with the per diem policy and rates established by BHSSC Board of Directors.

In-State Per Diem

Breakfast	\$5.00	when leaving before 5:31 a.m. and returning after 7:59 a.m.**
Lunch	\$9.00	when leaving before 11:31 a.m. and returning after 12:59 p.m.**
Dinner	\$12.00	when leaving before 5:31 p.m. and returning after 7:59 p.m.**
Total	\$26.00	

Out-of-State Per Diem

Breakfast	\$8.00	when leaving before 5:31 a.m. and returning after 7:59 a.m.**
Lunch	\$11.00	when leaving before 11:31 a.m. and returning after 12:59 p.m.**
Dinner	\$17.00	when leaving before 5:31 p.m. and returning after 7:59 p.m.**
Total	\$36.00	

*The overnight stay must be noted on the timesheet in the "Lodging" column, either by noting that the lodging was direct billed along with the name of the motel or by the dollars amount being claimed for reimbursement along with the original motel receipt.

**Departure and Return times must be noted on the time sheet.