



**RESOLUTION OF THE GOVERNING BODY
OF THE
THREE AFFILIATED TRIBES
OF THE
FORT BERTHOLD INDIAN RESERVATION**

A Resolution entitled, "Adoption of a Travel Closeout Procedures"

WHEREAS, This Nation having accepted the Indian Reorganization Act of June 18, 1934, and the authority under said Act; and

WHEREAS, The Three Affiliated Tribes Constitution authorizes and empowers the Mandan, Hidatsa & Arikara Tribal Business Council to engage in activity on behalf of and in the interest of the welfare and benefit of the Tribes and of the enrolled members thereof; and

WHEREAS, The Tribal Business Council has been advised that there are many individuals with outstanding travel that has never been closed out; and

WHEREAS, The Tribal Business Council has gone on record requiring that all travel be closed out and outstanding balances due the Tribe be paid by December 31, 2003; and

WHEREAS, The Tribal Business Council has since determined that there is a need to adopt procedures to establish the balances of travel owed to the Tribe from employees, officials, and others; and

WHEREAS, The Tribal Business Council desires to approve the attached Travel Closeout Procedures to assist the Finance Department and individuals in closing out their travel.

NOW, THEREFORE BE IT RESOLVED, The Council adopts the attached Travel Closeout Procedures which shall be utilized to determine the final amounts owed to the Tribe from employees, officials, and others.

BE IT FINALLY RESOLVED, that the deadline for closing out all travel is hereby extended to March 31, 2004.

CERTIFICATION

I, the undersigned, as Secretary of the Tribal Business Council of the Three Affiliated Tribes of the Fort Berthold Indian Reservation hereby certify that the tribal Business Council is composed of seven (7) members of whom five (5) constitute a quorum, 7 were present at a Regular Meeting thereof duly called, noticed, convened and held on the 18 day of December, 2003, that the foregoing Resolution was duly adopted at such meeting by the affirmative vote of 7 members, 0 members opposed, 0 members abstained, 0 members not voting, and that said Resolution has not been rescinded or amended in any way.

Chairman Voting. [] Not Voting.

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INTERNAL AUDIT POLICY FOR TRAVEL RECORDS

A. TRAVEL OFFICER REVIEW OF TRIP REPORTS

1. Upon reviewing travel records submitted by any individual, the travel officer within the Finance Department shall notify that individual if the travel documentation is not complete, the documentation appears to be inaccurate, the documentation appears to be altered or if the travel officer has any questions regarding the trip or documentation concerning the trip.
2. The employee will immediately meet with the travel personnel and discuss any questions the travel officer may have pertaining to the purpose of the trip or travel documentation. The individual must provide any additional documentation necessary to support the individual's trip report.
3. If the travel officer is not satisfied with the documentation provided or the individual's explanation concerning any questionable item within the trip report, the travel officer shall inform the employee of his or her concerns in writing.
4. The individual must respond to the travel officer written concerns with a written response within three business days.
5. If no written response is received from the individual within the three days and the individual did not receive any extension of time from the travel officer in which to provide a written response, the travel officer will disallow the questioned item or the trip as appropriate and the individual's trip report will be adjusted accordingly.
6. If the individual and the travel officer remain at an impasse, the travel officer shall notify the Chief Financial Officer and the employee's supervisor in writing of the travel officer's concerns.
7. The Chief Financial Officer, travel officer, employee and employee's supervisor (or just the individual if the individual is not an employee) shall meet to discuss the travel officer's concerns and the travel officer shall provide all documentation to the parties. If an agreement is not reached, all documents will be forwarded to the Treasurer for final action.

B. REQUESTS FOR INTERNAL AUDIT OF TRAVEL RECORDS

1. Only the Tribal Business Council or the Executive Committee may request the Finance Department to conduct an audit of travel records submitted by an individual. Any individual that has good reason to question another individual's travel records may request the Tribal Business Council or

Executive Committee to request an internal audit of that individuals travel records.

2. If an internal audit reveals questionable items on an individuals trip reports, the procedure utilized under Section A above must be utilized to resolve any questions raised by the audit.

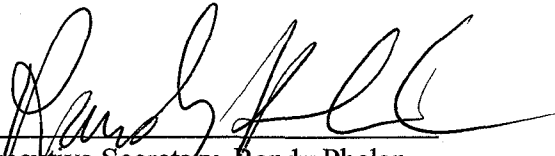
TRAVEL CLOSEOUT PROCEDURES

1. October 1, 2000 balance as reflected in the Finance Department's Departments list of individuals that owe travel shall be used as the baseline in determining the total travel owed by individuals to the Tribe.
2. Individuals on this list shall be provided a notice of the travel owed as reflected on the Finance Department's list and shall be given thirty (30) days to provide notice to the Finance Department that they dispute the amount claimed to be owed by the Finance Department.
3. The Finance Department shall provide a form objection and send it with the notice of the amount of travel owed on October 1, 2000. Objections to the amount claimed in the notice must be submitted to a travel officer within the Finance Department within thirty days of the date provided on the notice. The travel officer shall stamp the date the objection was received.
4. If an individual does not submit an objection to the notice provided by the Finance Department, the amount of travel claimed to be owed by the Finance Department in the notice to the individual shall be deemed admitted and there shall be no further right to challenge the amount claimed by the Finance Department.
5. If an individual submits an objection to the Finance Department, the Finance Department shall meet with the individual and provide him or her with documentation supporting the amount claimed. Documentation provided by the Finance Department shall include a printout showing the date a travel check was issued and the amount of the check and all travel deductions taken out of the individuals payroll checks prior to October 1, 2000 as well as any travel closeout records available or applied.
6. The individual shall provide the Finance Department with any documentation supporting his or her objection to the amount claimed in the notice. Any documentation provided, such as travel closeouts not in the Finance Department's records, shall be credited against the amounts owed provided that the documentation provided is sufficient.
7. The Finance Department shall document any credits and make the proper adjustment to the individual's travel account.
8. This final balance shall be carried forward as the beginning balance in determining travel owed through December 31, 2003.

9. The Finance Department shall determine the amount of travel advance owed, if any, for all past and present Tribal employees and officials through December 31, 2003.
10. When this balance is determined, the Finance Department shall send a notice to the employee reflecting the amount claimed owed to the Tribe along with an objection form.
11. Any employee that disputes the amount claimed owed may follow the appeal process as set forth above in paragraphs 5-7 above.

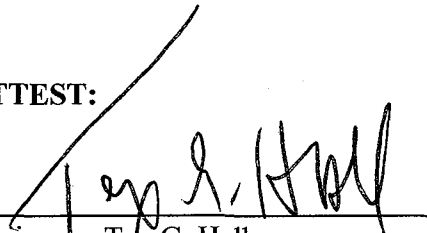


Date: 18 day of December, 2003.



Executive Secretary, Randy Phelan
Tribal Business Council

ATTEST:



Chairman, Tex G. Hall
Tribal Business Council