

Three Affiliated Tribes Travel Policies & Procedures

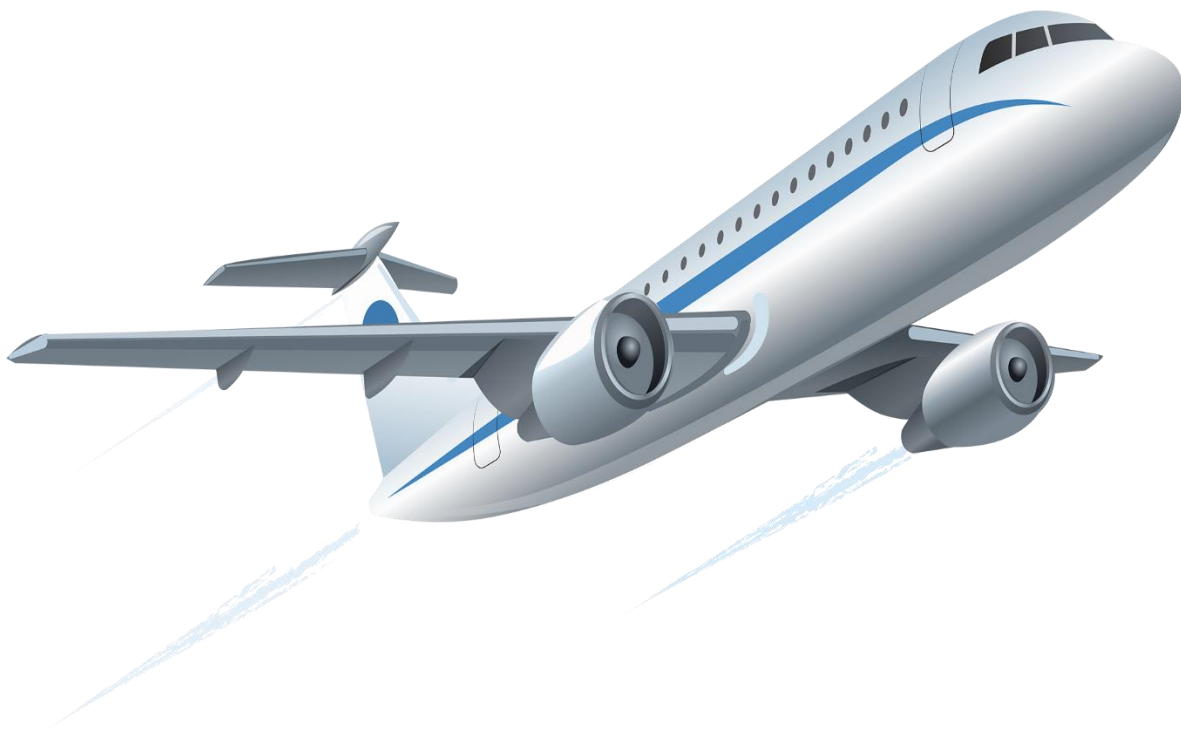


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Mission Statement

The purpose of this policy is to communicate the Three Affiliated Tribes procedures to assure compliance with all guidelines of Federal Register, GSA Regulations, OMB Circulars and the Internal Revenue Service-Travel Code.

I. Types of Travel

a. Work Travel

- i. Travel related or pertaining to performance of respective job duties
- ii. Recertification or licensing renewal for employees
- iii. Education and training requested by supervisor for the betterment of employee job tasks

b. Personal Travel

- i. Employee request unrelated to their job duties
- ii. Employee requesting to pay for family member to travel
- iii. Refer to deduction payment schedule

c. Mileage

- i. Reimbursement for use of private vehicle
- ii. Travel for duties relating to work assignments
- iii. Training and/or meetings
- iv. Purchase and/or transportation of supplies

II. Travel Process

a. Pre-Travel Submission

- i. Complete Pre-Travel form or digital request through financial management system two weeks prior to travel.
- ii. Justification must be attached and scanned including the purpose of the travel, supervisory request, itinerary, brochure, flyer or other documentation.
- iii. Only full time employees may request travel, consultants must have in their contract about travel costs being paid by the tribe for travel.
- iv. Employee or designee must contact Three Affiliated Tribe's designated travel agency to request flights, lodging or car rental. All requests and confirmations must be reviewed and approved by travel personnel. This includes any changes in flights or hotels during the travel.
- v. 90% of total estimated travel will be issued as pre-travel funds to the employee.
- vi. Employees unable to travel must return travel advance to Finance Department in full, within the current pay period or the entire amount will be deducted from employee's next payroll.

- vii. If employee chooses to drive, the least expensive cost of the flight verses mileage will be utilized for submission of pre-travel. The travel days will stay the same, no extra travel per diem or lodging is allowed for reimbursement.

b. Allowable Costs

- Coach seating on flights determined at GSA rates
- Lodging is the standard room rate determined at GSA rates
- Per diem rate determined determined at GSA rates
- One luggage per traveler, unless supervisory justification is attached
- Airport parking and allowable taxi fees
- Round trip mileage is allowed from employee's home to airport
- Privately owned vehicle (POV) will use current GSA mileage rates
- Tribal vehicle will use current tribal rates.
- All costs as determined by GSA guidelines www.gsa.gov

c. Allowable Incidental Expenses

- i. Travel costs other than lodging, meals and transportation that are necessary and reasonable to conduct official business and supported by adequate documentation. Original receipts are required for these expenses.
- ii. Parking fees or charges when utilizing a rental vehicle.
- iii. Fares and tolls associated with vehicle transportation.
- iv. Transportation charges are allowed only when meeting/training is in a different location from traveler's lodging. Transportation after hours, as well as tips, are not allowable. We will only reimburse for two charges for rides per day.
- v. Extra luggage, for business purposes, must have written approval by supervisor.
- vi. Equipment usage – fax machine, computers, printing or any other equipment is allowable if used for business purposes, written documentation from supervisor and original receipts must be submitted for reimbursement.
- vii. If tribal vehicle fuel receipts are over amount advanced for mileage employee will receive a reimbursement. If receipts are under amount advanced employee will owe for mileage.

d. No Pre-Travel

- i. If travel request is submitted less than 12 hours from departure, employee will not be issued pre-travel funds. Reimbursement will be available pending certification of all travel documentation and receipts.

III. Per Diem Calculations

- i. Per Diem is provided to employee for food and incidentals expenses. Employee may not submit reimbursement for charges included in the per diem.
- ii. For computing per diem allowances, travel begins at the time the traveler leaves his/her home, office or other authorized point of departure and ends when the traveler returns to his/her home office or other authorized point for the conclusion of the trip. The pre-travel form must include the exact time traveler departs and returns so per diem can be accurately calculated. Per diem is given when travel is more than a 12-hours. On the departure day, per diem will be computed in six (6) hour increments from the time of departure. Thereafter, in computing the per diem midnight to midnight shall be considered a full day of

per diem. Return day, per diem will be calculated according to time of return and allowance for drive time home. Extra time from pre-calculated return time when employee should have arrived home will not be allowed.

IV. Close Out Procedure

- i. It is the sole responsibility of the traveler to ensure their travel has been closed and finalized within two weeks of return from travel.
- ii. A receipt must accompany any reimbursement request with the exception of per diem and mileage, this also includes fuel receipts when using Tribal vehicles.
- iii. The travel department will verify all calculations, dates, receipts and approve totals. All excess costs outside the travel guidelines incurred will be the responsibility of the employee and not reimbursable.
- iv. Employee's having an outstanding travel balance will have any reimbursements posted to outstanding balances until paid in full.
- v. Failure to consistently follow travel guidelines may subject employee to travel restrictions.

V. Outstanding Travel

- i. All travel must be closed out within two weeks after completion of travel. Any closeout not completed during this timeline will immediately initiate payroll deductions for the amount advanced until outstanding travel is paid in full.
- ii. All travel is to be closed and finalized at the end of the current fiscal year.
- iii. Employees who have consistent outstanding travel will receive only subsistence and mileage as pre-travel funds.
- iv. Flights for work travel will still be secured with Three Affiliated travel agency. If employee decides to change flights and book own must give justification of the change. They are responsible to get original flight cancelled or will be responsible for the cost of the flight. We will only pay for one flight each way or reimburse for the same.
- v. Failure of the traveler to provide a closeout or return the Pre-Travel Advanced funds will cause all avenues of recovery to be used. Any unrecovered funds will be considered taxable income under Federal Register and IRS travel guidelines.
- vi. The travel policies and procedures of the Tribe shall conform to the Federal Register. Travel issues, not defined in these policies, will be addressed by use of the Federal Travel Regulations that are found in (41 CFR 300 through 304), OMB Uniform Guidelines (Super Circular) 25 CFR 200 and 26 CFR IRS (Internal Revenue Deductions) will be made in accordance with Tribal Mandates, Service-Travel Expenses IRS Announcement 2002-18. A copy of these regulations are available at www.gsa.gov.

VI. Personal Travel

a. Emergency

- i. The intent of the emergency personal travel is to assist employees with flights during family emergencies utilizing the Three Affiliated Tribe's travel agency. This travel is allowed for an emergency; such as immediate family member's hospitalization or death in the family. The only allowable charge is the flight; no

allowance for mileage, hotels or car rentals. Payroll deductions will begin upon return from travel according to corresponding deduction schedule.

b. Non-Emergency

- i. Only allows for the flight cost and excludes mileage, lodging, extras or car rentals.
- ii. Only one personal travel is allowed until the advance is paid in full.
- iii. Non-Emergency personal travel must be paid in full within two pay periods.

VII. Local Mileage

- i. Reimbursement for mileage to employees on tribal business utilizing a POV when travel is less than 12 hours. Reimbursement for a POV will be at the current GSA rates www.gsa.gov.
- ii. Completion of digital mileage reimbursement form within the financial management system is required. Finance/Travel personnel cannot add, change or adjust the form, it must be complete when submitted or mileage request will be denied.

Requests should include:

- Justification and/or documentation for dates of travel
- Sign in sheet, flyer or itinerary with date and agenda
- Official business purchase receipts
- Written supervisor request for employee to travel
- A copy of the Driver's License must accompany all mileage requests
- Timeline for submission of mileage reimbursement is no later than two weeks from the end of the fiscal year

VIII. General Information

a. Common Carrier Transportation

- i. Travel by common carrier will result in the least costly and most expeditious means of travel this method shall be used whenever it is reasonably available. Other methods of transportation may be authorized as advantageous only when the use of common carrier transportation would seriously interfere with the performance of official business or impose an undue hardship upon the traveler when the total cost by common carrier would exceed the cost by some other method of transportation.

b. Air Transportation

- i. Three Affiliated Tribes will secure all flights and approve only one trip to and from the destination. Under exceptional circumstances and with approval of the department Director, a traveler may use their personal credit card to secure the flight. Transportation schedules shall be made for the most appropriate departure and return time which would not cause any undo difficulty to the traveler or work schedule.

c. Itinerary Changes

- i. A traveler's flight or hotel change must be pre-approved prior to the change. By the department director and the finance department including written justification

for any changes. The traveler is responsible for costs incurred for changes that are non-work related. An employee can voluntarily vacate their seat on a scheduled flight, if there is no additional cost to the Tribe and provided that the promotional benefits cannot be converted to cash. The employee may keep, with conditions, vouchers for voluntarily vacating a seat (no additional per diem or lodging will be given if change involves additional days).

d. Other

- i. CFO shall address any situation that may arise and not covered within this policy.

IX. Deduction Payment Schedule

a. Payment schedule for emergency travel

Amount owed	Per Payroll deduction
\$ 00.01 to 499.99	\$ 50.00 wage deduction
\$ 500.00 to 999.99	\$ 75.00 wage deduction
\$1,000.00 to 1,500.00	\$ 125.00 wage deduction
\$1,500.01 to 2,000.00	\$ 175.00 wage deduction
\$2,000.01 to 2,500.00	\$ 225.00 wage deduction
\$2,500.01 to 3,000.00	\$ 275.00 wage deduction
\$3,000.01 to greater	\$ 350.00 wage deduction

b. Non-Emergency personal travel

- Deducted in full within two pay periods

Definitions

Common Carrier – Private-sector supplier of air, rail or bus transportation.

Per Diem – The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals, and related incidental expenses.

Privately Owned Vehicle (POV) – Any vehicle such as an automobile, motorcycle, aircraft, or boat operated by an individual that is not owned or leased by a Government agency, and is not commercially leased or rented by an employee under a Government rental agreement for use in connection with official Government business.

Resort/Lodging Fees – Fee required separate from the normal cost per day. Normally required to be paid upon arrival to hotel/lodge.

Tribal Vehicle – Any vehicle owned or leased by the Three Affiliated Tribes, segments or satellite offices.

www.gsa.gov - General Services Administration website for reference to all Government policies, guidelines, procedures and management.