LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS
LEGISLATIVE BRANCH TRAVEL POLICY

PURPOSE

The purpose of this policy is to establish guidelines, for approval, advance and reimbursement procedures when reasonable and necessary travel is required for the Legislative Branch.

This Policy applies to travel expenses and sets the rates in accordance with Waganakising Odawak Statute Constitutionally Mandated Compensation for Tribal Council Members.

DEFINITIONS

"Immediate Family Member" means: wife, husband, son, daughter, mother, father, brother, sister, step-mother, step-father, step-brother, step-sister, father-in-law, mother-in-law, child and step-child, grandmother, grandfather, brother-in-law and sister-in-law.

POLICY

Payment of travel expenses listed in this policy shall be contingent upon budget and fund availability.

Legislative Branch Employees and Officials shall receive a copy of this Policy, for which they shall read and sign a form indicating that they understand and agree to the terms and conditions of the policy.

TRAVEL AUTHORIZATION:

The Legislative Leader, Legislative Office Manager or Tribal Treasurer shall be the authorized signatory and will be responsible for approval and signing of all travel forms (i.e. Travel Authorization, Airfare, Lodging, Closeout, etc.) for all Legislative Officials and staff traveling on its behalf.

LTBB Accounting Department shall process and remit payment of pay advance and/or reimbursement of travel expenses to the Legislative Office for distribution to the traveler in accordance with this Policy.

TRAVELER RESPONSIBILITY

Travelers will be responsible for excess cost and any additional expenses incurred to accommodate personal preference.

In order to keep travel expense at a minimum and obtain the most advantageous price for expenses, travelers shall comply with this Policy.

1. Travel Advance - Request for travel should be given at a minimum of 21 days prior to date of travel. All Authorization Forms must be completed and signed by Traveler and be accompanied by an Agenda and/or other form(s) of documentation of event.

2. Reimbursement – Individuals wishing to attend a meeting or conference that was not submitted within the above guidelines may do so, however, depending on circumstances travel may be limited. Travel expenses may be paid on a reimbursement status providing the following guidelines are met:

   a) The travel is approved prior to traveling.
   b) The individual understands that out of pocket expenses shall be the responsibility of the traveler and shall be reimbursed for allowable expenses upon travel closeout.
   c) All other provisions of this travel policy for other expense reimbursement will apply.

3. Unforeseen/Unplanned Events - If an individual on travel requires different lodging or travel arrangements due to unforeseen or unplanned circumstances the individual must make every effort for pre-authorization by contacting the Legislative Office or the Purchasing/Travel Department of the LTBB Government

offices. In the event this creates a situation where reimbursement to individual is required, the following conditions must be present:

a) The event occurred in order to reduce cost and provide benefit to LTBB, or the situation is determined to be reasonable by the individual authorizing their travel.

b) Effort was made to seek pre-approval.

c) Reimbursement guidelines of section 2 above are followed.

4. Individuals must keep accurate and complete cost records including receipts for bridge fare, taxicab, car rental, car rental fuel costs, lodging, airport luggage fees or any other allowable expense.

CHANGES/CANCELLATIONS:

All individuals that require changes to their transportation, hotel, etc. for personal reasons, may be responsible for all charges that occur, with the exception of emergencies (e.g. sick child, hospitalization of an immediate family member, death in family etc.) All exceptions will be approved by Tribal Council.

If a new individual will be replacing the original traveler, a new travel requisition (with documentation) will be required; the new traveler cannot use the same travel requisition.

Please note: The proper forms must be completed correctly so the changes/cancellation can be made. The "Appropriate Authorized Signatory" shall authorize all changes and/or cancellations.

EXPENSE GUIDELINES

1. Air Travel. All air travel arrangements are to be made by the Legislative Office.

a) Only economy or coach class seats shall be purchased by the Tribe. Those desiring upgraded accommodations on a commercial carrier may obtain them personally and are responsible for all additional charges that may occur.

2. Lodging. Arrangements are to be based on value and suitability.

   a) When attending a conference/training the traveler shall stay at the hotel where the conference, training or seminar is given or at a hotel nearest the location to avoid excessive lodging or transportation costs.

   b) Travelers must submit a hotel receipt/folio with the Travel Closeout Form.

   c) Use of computers, printers, faxing machines, scanners and internet use for business purposes may be charged to the tribal credit card.

   d) Any charges beyond the room cost shall be the responsibility of the traveler. Meals and Incidentals shall not be charged to the tribal credit card. (i.e. room service)

3. Per Diem (Meals & Incidentals) is available for travelers who are traveling more than 50 miles, one way. Rates listed in the Federal Travel Regulations, 41 C.F.R. 301, shall apply.

4. Vehicle Use. When multiple travelers attend the same event the following rules should be adhered to:

   a) Personal Vehicle. LTBB owned/leased vehicles, if available, should be the first consideration when planning travel, but in cases where a traveler must use his or her own automobile, mileage will be paid at the rate stated in the Federal Register.

      i. When the use of a personal vehicle is requested in lieu of airfare by the traveler, a cost comparison of 14-day advance airfare

purchase must be made to justify the use of a personal vehicle. If the airfare is a lower cost to the Tribe the traveler will be paid at the lower rate.

b) Shuttle Services, if advantageous, will be the first option in ground transportation when traveling to and from the airport to the hotel/motel or from conference facility to hotel/motel.

c) Taxi Service will be allowed in the event Shuttle Services is not available. If meals are not available at the motel/hotel, it is allowable to use a taxi service to and from meals.

d) Car Rental/Car Rental Insurance will only be permitted if necessary to complete LTBB business. Vehicle classification shall be reasonable with consideration of economy and safety unless medical reasons prevent from doing otherwise.

e) Other methods of travel for business purposes shall be at the discretion of the individual authorizing the travel.

5. PER DIEM. Per diem will start when the traveler leaves his/her home or office, whatever is less in distance or time. This also includes returning from travel.

6. Reimbursable Expenses (with original receipts):

a) Dry Cleaning, laundry and pressing of clothing. Traveler must incur a minimum of four (4) consecutive nights lodging on official travel to qualify for this reimbursement.

b) Business calls while on travel.

c) One telephone call per day to your home. Please keep them short. (Average 10 minutes) (Cellular phones are usually cheaper).

d) Shipping charges for display materials.

e) Baggage.

f) Use of computers, printers, faxing machines, scanners and internet use for business purposes.

g) Tips for the use of taxicabs, or shuttles.

h) Valet or any other necessary parking.

i) Bridge and toll fares.

7. Non-reimbursable expenses:

   a) Tips to porters, baggage carriers, bellhops, hotel maid service. (Part of the per diem).

   b) Tips related to meals. (Part of the per diem).

8. Affidavits for travel expenses will be used only in extreme, unusual circumstances as approved by the "Appropriate Authorized Signatory".

9. Travel arrangements for others traveling with a Tribal Councilor or an employee are the responsibility of the LTBB Traveler. It is not the Legislative Office's responsibility to make travel arrangements for others nor are other travelers allowed to use the Legislative Office credit card or purchase orders for such arrangements.

TRAVEL CLOSEOUTS:

Travel Closeouts must be completed by all individuals and submitted to the Legislative Office within 10 business days of returning from travel. The travel closeout

must include the supporting documentation as prescribed in this policy and include all travel receipts for reimbursement, and a signed travel report affirming attendance.

1. Additional travel advances will be withheld until outstanding closed outs are received.

2. Travel Reports shall be completed by all traveling individuals:

   a) Legislative Branch employees shall submit a report to the Legislative Leader or Legislative Office Manager.

   b) Tribal Councilors shall submit a verbal and written travel report at the next regularly scheduled meeting of the Tribal Council.

   c) Tribal Council travel report narratives shall be submitted to the Legislative Branch website.

Travel Reports are NOT forwarded to the accounting office.

RECOVERY

Any monies due back to the Tribe that have not been reimbursed within 30 days may be deducted from the individual's payroll or stipend, with prior notice.

If the individual is no longer on Tribal Council or if an employee resigns or is terminated and has an outstanding travel advance(s), the amount of the travel advance will be deducted from their final paycheck and held until a closeout is received.

Individuals affected by this Policy shall receive a copy of the Policy, read and sign a form indicating that they understand and agree to the terms and conditions of the Policy, and return such form to the Legislative Office.

AMENDMENT

Little Traverse Bay Bands of Odawa Indians Legislative Travel Procedures Policy shall be updated at the discretion of the LTBB Tribal Council to meet the Legislative Branch business needs.

This Policy was approved by Tribal Council on:

Julie Shananaquet 4-11-14

Julie Shananaquet, Tribal Council Secretary Date