

Little Traverse Bay Bands of Odawa Indians Travel Policy

Little Traverse Bay Bands of Odawa Indians hereby authorizes the implementation of the governmental travel procedures to provide for reimbursement to individuals for reasonable and necessary travel costs incurred in the performance of their duties. This policy includes employees, board & commission members and individuals traveling on behalf of the Tribe, with the exception of Tribal Council Members.

This policy hereby incorporates, by reference, 41 CFR 301, including the most current U.S. and foreign per diem tables as published periodically in the Federal Register. All travelers shall comply with such regulations.

- “Appropriate Authorized Signatory’s”:

Tribal Administrator will be responsible for all Governmental staff and individuals traveling on behalf of a particular governmental program.

Boards and Commissions will be approved by a vote of the commission or board and documents signed by the commission chairperson or their designee, provided funds are available in their budget.

Tribal Council travel will be authorized through approved motions at their meetings.

The governmental travel procedures shall be updated at the discretion of the Tribal Administrator and the CFO to meet tribal business needs.

Governmental Travel Procedures

TRAVELER'S RESPONSIBILITIES:

Individuals (Non-employees, Board/Commission Members, and Employees) traveling on behalf of the Tribe are responsible for the following:

1. To obtain the most advantageous price for the Tribe, travel requisitions that require air travel must be submitted to the Travel/Receiving Department a minimum of 21 days prior to the travel. If the deadline is not met, the travel may be denied.
2. Travel requiring hotel reservations and conference or seminar registration that does not require air travel must be submitted 14 days prior to the first date of travel. Every effort should be made to turn the request in early if there are early bird discounts for registering early.
3. The Travel/Receiving department is responsible for making ALL travel arrangements, such as airfare, hotel accommodations, car rental, registrations, etc. for all governmental employees and all boards and commissions.
4. Individuals wishing to attend a meeting or conference that was not submitted within the above guidelines may do so and be reimbursed ONLY under the following guidelines:
 - a. The travel is approved by the Tribal Administrator and program director (Commission and boards by the Tribal Chairman) prior to traveling.
 - b. No advance will be given. The individual will have to pay out of pocket and submit a travel closeout requesting reimbursement of allowable expenses.
 - c. All registrations fees will be reimbursed only at the rate that would have been due if the registration had been done 14 days in advance.
 - d. Hotel rooms will be reimbursed only at the allowable federal per diem rate for that area. If the individual cannot obtain a government rate and /or the room rate exceeds the federal per diem rate, the amount in excess of the federal per diem rate will be the employee's responsibility and will not be reimbursed.
 - e. All other provisions of this travel policy for other expense reimbursement will apply.
5. If an employee is on travel and due to unforeseen or unplannable events needs to obtain different lodging or travel arrangements the employee must make every effort to contact either the Tribal Administrator or the CFO for pre-authorization. The expense will be reimbursed upon your return with the travel closeout only under the following conditions:
 - a. The event occurred in order to reduce cost and provide benefit to the Tribe, or the situation is determined to be reasonable by the Tribal administrator or CFO.
 - b. Effort was made to seek pre-approval.
 - c. Reimbursement guidelines of 4 above are followed. (i.e. reimbursement is restricted to federal per diem guidelines and any excess is the employee's responsibility.

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6. Tribal Council or its designee shall authorize all travel for Non-employee/Board/Commission Members
7. The individual traveling must complete the appropriate forms (i.e. travel requisitions, travel advance forms and travel closeouts) with documentation (i.e. justification for trip, agenda, registration, etc.) and submit them to the Travel/Receiving Technician a minimum of 21 days, 14 days for non-air travel, prior to the travel. If the forms are not completed accurately they will be returned to you for completion prior to any travel arrangements being made.
8. The traveler must keep accurate and complete cost records including receipts for bridge fare, taxicab, car rental, car rental fuel costs, etc.
9. Individuals traveling are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.
10. Individuals will also be responsible for excess costs and any additional expenses incurred for personal preference or convenience.
11. Individuals traveling have the responsibility of closing out the travel advance within 5 business days of returning from the travel. The travel closeout must include a travel report, which states the benefits and summary of the information learned. Additional travel advances will be withheld until outstanding advances are closed out.

Supervisors are responsible for the following:

1. Authorizing the expenses for travel. (By authorizing a travel requisition and/or travel advance form, you are stating that the expenses that will be incurred are allowable within your funding and you have sufficient funds available to cover the cost of the travel).
2. Determining if the travel request is necessary.
3. To make appropriate arrangements for office coverage, if applicable.

CHANGES/CANCELLATIONS: to make or become different/a deleted part

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

If a new individual will be replacing the original traveler, a new travel requisition (with documentation) will be required; we will **not** be able to 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/cancellations.

Governmental Travel Procedures

TRANSPORTATION: to convey from one place to another

AUTOMOBILE TRANSPORTATION

1. Tribal owned/leased vehicles should be the first consideration when planning travel. If one is available, it should be utilized. **(Personal business is not permitted in a tribally owned/leased vehicle.)**
2. The use of an employee's personal vehicle for job-related business will be reimbursed according to the latest federal mileage rate as published in the Federal Register. (With the exceptions noted below).
 - a. Miles are to be totaled, reimbursement calculated, purpose of the travel identified and appropriate signatures prior to submitting to the Accounting Department.
 - b. Mileage forms are available in the Accounting Department for travel that does not require a travel advance/closeout.
3. When car-pooling, mileage will be paid to the driver (owner of vehicle) only.
4. If a Tribal vehicle was available and not used, the mileage accumulated on your personal vehicle will be paid at a rate that is \$.10 less than the current mileage rate.
5. If an additional vehicle is taken (travelers unwilling to car-pool) the mileage will be paid at a rate that is \$.20 less than the current mileage rate, for each vehicle used.

COMMERCIAL TRANSPORTATION

The Tribe authorizes coach class travel. Those desiring upgraded accommodations on a commercial carrier may obtain them personally and are responsible for all additional charges that may occur.

Travelers must obtain prior approval from the "Appropriate Authorized Signatory" to utilize a personal vehicle when a commercial carrier is more cost effective. If approved, mileage will be paid at the lower rate. (e.g. airline ticket to Chicago, IL is \$100.00 and mileage is \$150.00 the mileage allowance would be \$100.00).

SHUTTLE SERVICE

Most hotels/motels have Shuttle Service between commercial carriers and the hotel/motel. The Travel/Receiving Technician will check availability of Shuttle Services and charges for service. Shuttle Services will be the first option in ground transportation.

Governmental Travel Procedures

TAXI SERVICE

In the event, Shuttle Service is not available, Taxi Service will be allowed. If meals are not available at the motel/hotel, it is allowable to use a taxi service to and from meals. The Tribe will not reimburse for Taxi fares for personal, non-tribal related travel.

RENTED VEHICLES

Individuals requesting a rented vehicle shall complete a car rental justification form indicating the reason a rented vehicle is needed. Such requests must accompany the travel requisition and will be given to the "Appropriate Authorized Signatory" for approval.

Examples of justification:

1. Official business requires frequent travel (**DOCUMENTATION IS REQUIRED**).
2. Aggregate costs of other modes of transportation are more costly to the Tribe.
3. Taxicabs/shuttle services are not available at destination.
4. Meals may not be obtained at the lodging/seminar/conference sites.
PERSONAL ACCIDENT INSURANCE AND COLLISION DAMAGE WAIVER IS A PERSONAL EXPENSE, THEREFORE NOT REIMBURSABLE.

PER DIEM: Meals & Incidentals

An Hourly Per Diem is available for travelers who are traveling more than 50 miles, one way, on behalf of the Tribe. Current Per Diem Rates may be obtained by calling the Accounting Department or go to <http://policyworks.gov/fttr>.

If the traveler is traveling during business hours 8:00am - 5:00pm Monday through Friday the time and mileage will start when the traveler leaves the office. If the traveler is traveling before or after business hours, the time and mileage will start when the traveler leaves his/her home. This also includes returning from travel.

Governmental Travel Procedures

To calculate the Per Diem amount follow the guidelines below.

1. How many hours will the traveler be gone? If travel time extends at least fifteen (15) minutes into the next hour, round up to the next full hour. (i.e. if Jan Doe is scheduled to depart at 6:15 AM (calculation time 7:00 AM) and return the next day at 3:30 PM (calculation time 4:00 PM.)
2. To obtain the hourly Per Diem Rate, the rate must be divided by 24.
3. Multiply the total hours by the hourly Per Diem Rate.

OTHER EXPENSES:

Below are some examples of reimbursable expenses

1. 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.
2. Business calls while on travel.
3. One telephone call per day to your home. Please keep them short. (average 10 minutes)
4. Shipping charges for baggage and display materials.
5. Use of computers, printers, faxing machines, and scanners. NO INTERNET USAGE.
6. Tips for the use on taxicabs, if taxicab services are approved.

Examples of non-reimbursable expenses

1. Tips to porters, baggage carriers, bellhops, hotel maid service. (Covered by incidental expenses part of the per diem).
2. Tips related to meals. (Covered by meal expenses part of the per diem).

GENERAL:

Original receipts are required for ALL transactions, excluding mileage and Per Diem.

Travelers have five (5) business days to reconcile their travel (travel closeout), once they return.

Documentation of attendance must be submitted with the travel closeout form.

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The Traveler shall obtain appropriate signatures on all documents, prior to submission to the Accounting Department.

Affidavits for travel expenses will be used only in extreme, unusual circumstances. The "Appropriate Authorized Signatory" will be the ONLY person to determine if an affidavit will be accepted.

Extra time worked could occur when traveling (over 40 hours a week.) The traveler and their supervisor shall have a plan to alter work schedules as necessary.

Travel arrangements for others traveling with an employee are the responsibility of the employee. LTBB's travel technician will not make travel arrangements for them nor use tribal credit cards or purchase orders for such arrangements.

The use of Tribal Identification to obtain government travel rates when traveling on personal business is strictly prohibited. Such misuse is considered fraud and may be punishable by law.

RECOVERY:

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.