

Little Traverse Bay Bands of Odawa Indians
Travel Report Policy

Introduction:

This policy has been created to justify travel for all Little Traverse Bay Bands of Odawa Indians (LTBB) Governmental Employees, and Commissions, Boards, Committees and Tribal Council.

Purpose:

To justify travel through documentation of knowledge gained when attending Training, Presentations, Seminars, and Special Events.

Criteria for filing a Travel Report or Travel Narrative:

1. There will be three separate forms to choose from for filing a report and/or narrative:
 - a. Employee Travel Report
 - b. Commissions, Boards and Committees Travel Report
 - c. Tribal Council Narrative

2. Travel Reports will be filed in the following manner:
 - a. Employees will receive Supervisor's signature and file with their travel close out. (This includes Program Directors and the Tribal Administrator).
 - b. Commissions, Boards and Committees will receive their Chairperson's signature, file a copy with their travel close out, and forward a copy to the Tribal Council office.

3. Travel Narratives:
 - c. Tribal Councilor will forward their written narrative to the Legislative Office Manager, who will attach a copy to their travel close out and forward a copy of the narrative to the remainder of Tribal Council.