

ELDERS' INC. TRAVEL POLICY

Purpose

The purpose of this Policy is to ensure that Elders' trips are well-planned and executed; that Elders' Inc. funds are safeguarded; and that trip Participants are aware of and meet the financial commitments necessary to Elders' trips.

Scope

This Policy applies to all travel and activities funded in whole or in part by Elders' Inc.

Definitions

"Adult Guest or Caregiver" means a person with whom you have coordinated travel arrangements, shares the same accommodations as you and intend to travel with during the trip. Including a family member or paid helper who regularly looks after a disabled or elderly person. Adult Guest or Caregivers are required to pay their own travel expenses.

"Elder" means a member of the Squaxin Island Tribe who is 55 years of age or older the member's spouse or widowed spouse who is 55 years or older.

"Elders' Inc." means the Elders' Inc., a not for profit corporation, wholly owned by the Squaxin Island Tribe.

"Extended trip" means a trip lasting longer than one night.

"Participant" means any person who commits to or participates in Elders' trips, including Elders, caregivers and/or guests.

"Travel agreement" means an agreement between Elders' Inc. and a Participant prepared by Elders' Inc.

"Valid excuse" is a significant event such as a Participant's serious illness, the serious illness of someone who requires the Participant's caretaking, or a death of an immediate family member (that is a parent, spouse, children, grandparent, sister, brother, grandchild, aunt, uncle or 1st cousin) that explains why a Participant did not travel. The Board will make the decision whether an excuse is valid or not.

General Roles and Responsibilities. Elders' Inc. is a not for profit corporation distinct from the Elders' Committee. The corporation was created to provide a distinct fund source and to

minimize or eliminate indirect costs for the Elders' Committee. The Elders' Inc. has a distinct and strict financial policies and procedures. The Elders' Committee, the Elder Coordinator and Elders must comply with these Finance Policies and Procedures. The references to Treasurer refer to the Treasurer of the Corporation.

1. The Elders' Inc. Board approves: (a) annual travel budgets; (b) extended trips; (c) how many Elders are eligible to attend each extended trip and (c) travel-related forms.
2. The Elders' Coordinator:
 - 2.1 Coordinates with Elders' Inc. Board on travel and costs;
 - 2.2 Works with the Elders' Committee to develop, book, organize and advertise trips within the scope of the annual travel budget;
 - 2.3 Plans trips and prepares trip sign-up lists;
 - 2.4 Assists Elders in completing and signing Travel Agreements and, as necessary, any financial commitments or other travel documents needed for trips;
 - 2.5 Ensures that travel expenses, including reimbursements, stay within budgeted limits;
 - 2.6 Obtains Board approval for all travel requisitions; and
 - 2.7
 - 2.7 Submits a written request to the Treasurer with proper documentation to the Treasurer to hold or pay for transportation, lodging, per diem, tickets, or any other items needed for the trip. The Elders' Coordinator must submit any additional supporting documents or information requested by the Treasurer to the Treasurer as soon as possible.

Each Participant's financial responsibility

3. Each Participant must complete and sign a Travel Agreement in advance of travel.
4. Each Participant must commit to pay or reimburse Elder's Inc. for all costs in excess of those approved by the Board. Participants may be required to make nonrefundable deposits and/or to reimburse Elders' Inc., to cover all costs in excess of those approved by the Board.

5. Each Participant who cancels or does not travel without a Valid Excuse must reimburse Elders' Inc. within three months of the first day of the planned travel.
6. Each Participant with a Valid Excuse who cancels or does not travel will not be required to reimburse Elders' Inc. for costs in excess of those approved by the Board.
7. A Participant cannot go on future elder trips until he or she has fully reimbursed Elders' Inc. for any costs due Elders' Inc.
8. If a Participant cancels the Elders' Coordinator shall make his or her best effort to find another Elder to substitute for the cancelling Elder.
9. Tickets for shows, events, etc. cannot be assigned, sold, gifted to anyone other than an Elder. If there are show or event tickets not being used they will be offered to the next person on the waiting list.
10. Each Participant is responsible for the cost of travelling to and from the designated travel site, such as the Tribal Center or the airport.
11. Any deviation from these requirements of this section must be approved by the Elders' Inc. Board.

Guests

12. Elders may bring one guest on one-day trips if the Elders' Coordinator has sufficient transportation and event space.
13. If payment for the guest has been determined and he or she has signed the necessary travel form, payment must be made in full and in a timely manner before the trip.

Transportation

14. The type of vehicle used will depend on the number of participants and their mobility.
15. Travel for events shall ordinarily be by Tribal vans and/or buses unless (a) they are unavailable; or (b) it is cost-effective to rent a van or bus (after considering all costs, including the bus driver's wages).
16. If a rental bus or van is used, the Elders' Coordinator shall fill out a requisition form that includes justification for using a rental company, and attach the rental company's proof of insurance.

17. Tribal vehicles will be used when they are available. Use of individual cars must be preauthorized. If preauthorized individual car(s) are used, the vehicle driver shall document the mileage and be reimbursed at the rate of \$.235 per mile. Any change in rate shall be made by the Elder's Inc. Board. If individual cars will be used to take at least 3 or more travelers, the Elders' Coordinator shall determine the mileage and purchase gas cards to cover the cost for each car. The driver shall provide the Elders' Coordinator with a current drivers' license and proof of insurance in advance of the trip.

Food Allowance/Trip Expenses

18. Food allowance payments shall be based on meals needed and in the following amounts: breakfast - \$10, lunch - \$10, dinner - \$15.
19. The Elders' Coordinator will arrange for providing portable lunches, snacks and water for one-day trips.
20. The Elders' Coordinator shall arrange lodging for overnight trips based on the number of participants signed up. Participants should share rooms when possible.

Cruises

21. Elders' Inc. will pay the price of an inside room and transportation departing from and returning to the Tribal Center.
22. Participants who wish to upgrade to a window room or balcony must pay for the upgrade before reservations are made. If a Participant cancels a reserved room and another Participant assumes that reservation, then all extra fees (name changes, etc.) will be Deducted from the cancelling Elder's deposit.
23. Each Participant must make a \$200 nonrefundable deposit when he or she commits to attend the cruise. The deposit will be applied to paying gratuity and trip costs. If a Participant cancels with or without a Valid Excuse before Elders' Inc. is committed to pay for the cruise, the \$200 deposit will be returned. If the Participant cancels after Elders' Inc. is committed to pay for the cruise, the \$200 is not refundable, unless he or she cancels with a Valid Excuse. The cost of extra fees due to the cancellation will be deducted from the \$200 deposit.
24. Each Participant is personally responsible for all purchases while on board the cruise ship (e.g., tours, drinks, gifts, special restaurant fees, Wi-Fi, gambling, etc.).
25. Each Participant must provide copies of documents (passports, credit card, etc.) needed for the trip to the Elders' Coordinator before the travel and the Elders' Coordinator shall

record and verify that the documents are valid, and not expired and will not expire during the travel, before making a reservation for that Participant.

NOTE re: credit card in above paragraph.

Elders adamantly opposed providing a copy of a credit card; there was discussion about providing proof that the traveler had a credit or debit card for any expenses that are incurred on the cruise. It was suggested this should be verified again as each traveler boards the bus for transport to the ship.

CERTIFICATION

The Elders' Inc. Board hereby certifies that the foregoing was adopted at the regular meeting of the Elders' Inc., held on July __, 2018, at which time a quorum was present and was passed by a vote of ____ for and ____ against, with ____ abstentions.

Elizabeth Heredia, Chairman

Attested by: _____
Rose Brownfield, Secretary

Dorinda Thein, Vice Chairman