

SQUAXIN ISLAND TRIBE

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RESOLUTION NO. 85-41

of the

SQUAXIN ISLAND TRIBAL Council

WHEREAS, the Squaxin Island Tribal Council is the governing body of the Squaxin Island Indian Tribe of the Squaxin Island Indian Reservation, by the authority of the Constitution and By-laws of the Squaxin Island Indian Tribe and adopted by the General Body and the Secretary of Interior on July 8, 1965, and

WHEREAS, adequate, fair and fiscally sound Travel Procedures are required as an integral part of the overall management system of the Squaxin Island Tribe, and

WHEREAS, Squaxin Island Travel Procedures have been revised to meet these requirements.


NOW THEREFORE BE IT RESOLVED, that the Squaxin Island Tribal Council hereby adopts the attached revised Travel Procedures for the Squaxin Island Tribe. These procedures shall be effective August 1, 1985, and shall replace the existing Travel Procedures as contained in the Financial Management System.

C E R T I F I C A T I O N

The foregoing Resolution was adopted at a regular meeting of the Squaxin Island Tribal Council held on this day of July 25, 1985, at which time a quorum was present and passed by a vote of ___ for and ___ against with ___ abstentions.


David W. Whitener, Chairman

Attested by:


David E. Lopeman, Secretary


Evie Allen, Vice Chairman

D.6 TRAVEL PROCEDURES

The purpose of the travel policies and procedures is to insure that proper controls are placed on this expense. In order to achieve that control, a system of authorization and payment of both advance payments and reimbursed payments is established.

The travel policy of the Squaxin Island Tribe is to base rates upon reasonable travel guidelines comparable to Federal rates. In some instances, these rates may not apply to the program incurring the travel expense if the funding source has other requirements.

ADVANCE METHOD

The Individual seeking an advance on approved travel shall prepare "Request and Authorization of Official Travel" voucher in triplicate and have it approved by the authorized division manager or program manager.

The individual will submit the approved voucher to the accounting department. Accounting will then verify the accuracy of the voucher and process the voucher for payment. The accounting department will file the original copy for backup on the check issued, file the second copy in an outstanding advance voucher file for later use, and return the third copy to the persons receiving the advance.

Within three working days of returning from the trip, the traveler will complete the "Travel Expense Report", denoting any additional incurred expenses or under-expenditures and have it approved by the division manager or program manager.

The voucher is then resubmitted to the accounting department where the individual in charge of travel will match the completed voucher with the outstanding advance voucher. Any additional amounts due to the individual will then be paid to him/her within five (5) working days. Any refunds due to the tribe will be collected at this time or may be credited against any

outstanding mileage expense the employee has accrued to that date if this method is approved by division manager.

Any outstanding vouchers that have not been matched with completed vouchers after a reasonable period of time will be turned into the payroll department for deduction from the employee's check.

A log will be maintained on each offender and after three failures to turn in completed vouchers, the employee will no longer qualify to receive advance payment.

REIMBURSEMENT METHOD FOR LOCAL MILEAGE

Reimbursement for mileage will be made on a monthly basis. A "Squaxin Island Mileage Report" form should be made for the entire month and submitted to the Accounting Department within five (5) working days after the month-end. A check will be issued by the 10th or last working day before the 10th for those submitting their mileage vouchers when due.

No deviation will be made from this schedule without special authority from the Administrative Services Manager.

TRAVEL RATE:

A. Mileage:

For employee using private vehicle, mileage will be reimbursed at the following rates:

1. Twenty cents (20¢) per mile for use of privately owned motorcycle.
2. Twenty cents (20¢) per mile for use of privately owned auto.

Mileage costs associated with travel to another location shall not exceed the cost of commercial air travel. Air travel shall be less-than-first class except when less than first class air accommodations are not reasonably available.

B. Subsistence (Meal and lodging):

Subsistence costs will be reimbursed on the basis of actual expenses, up to a maximum of \$75.00/day (SEVENTY-FIVE DOLLARS PER DAY), subject to the following conditions.

1. No subsistence costs will be reimbursed without receipts.
2. Maximum reimbursement for meals will be at \$24.00 per day. Reimbursement will be subject to the number of hours away from official working station on authorized travel. The following shall apply:

- to eleven (11)*
- 1 Meal - Eight (8) hours away from official station
 - 2 Meal - Twelve (12) *to fifteen (15)* hours away from official station
 - 3 Meal - Sixteen (16) or more away from official station

Recommended limits per meal are as follows:

Breakfast	\$ 6.00
Lunch	6.50
Dinner.	<u>11.50</u>
TOTAL	\$24.00

Receipts submitted for amounts in excess of these rates will be reimbursed only to the maximum allowable amount.

3. Lodging will not be reimbursed for travel within a fifty (50) mile radius of the Squaxin Island Tribal Center without the prior written approval of the Tribal Manager.

It is expected that employees will always attempt to secure lodging at the most reasonable rate available at their travel destination.

Travel Expense Reports will be reviewed on a regular basis by the Accounting Department. Comparisons will be made between the lodging expenses submitted with the motel/hotel rates known to be available at the destination of travel. Consistent failure to obtain reasonable lodging rates when such rates are known to exist will result in the suspension of travel privileges for the employee involved.

C. Other Expenses:

Where allowed, reimbursement will be made for taxi fares, parking, car rental, ferry fees, etc. No reimbursements will be made for any such costs without proper receipts.