

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” means a person with whom you have coordinated travel arrangements, shares the same accommodations as you and intend to travel with during the trip. Adult Guest are required to pay their own expenses. They need to be 55 year of age of older.

“Adult 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. Caregiver can be a family member of paid helper who regularly looks after a disable or elderly person. Caregivers are required to pay their own travel expenses.

“Elder” means a member of the Squaxin Island Tribe who is 55 years or older, the member's spouse, ~~or~~ widowed spouse or common law partner 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 of Elders Inc. 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 Elders Incorporation.

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.
 - 2.7 Obtains Board approval for a caregiver's travel, and.
 - 2.8 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 will be required to make a nonrefundable deposit when he or she commits to attending the trip. The deposit will be applied to paying trip costs. If a participant cancels with or without a valid excuse before Elders Inc is committed to paying for the trip the deposit will be refunded. 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.

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6. Each Participant who cancels after travel is booked and does not travel without a valid excuse, the deposit will not be refundable and the participant is responsible for the entire cost of the trip/cruise. They must reimburse Elders Inc. within three months of the first day of the planned travel. 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 (~~to for~~ shows, ~~airlines, 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. With the exception, if there are tickets not being used in the last hour before travel the Elders' Coordinator may assign, sell, or gib to a non Elder with the approval of one officer.
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.
- 11.12. Each participant must provide copies of documents (passports (not expiring within 6 months of travel), enhanced license (if in the United States) along with verification of a valid credit card needed for the trip for incidentals, to the Elder Coordinator before the travel and the Elders Coordinator shall record and verify the documents are valid and not expiring during the travel, before making a reservation for the participant.

Guests

- 12.13. Elders may bring one guest on one-day trips if the Elders' Coordinator has sufficient transportation and event space.
- 13.14. 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

- 14.15. The type of vehicle used will depend on the number of Participants and their mobility.
- 15.16. 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 Elders' Inc. Travel Policy

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the bus driver's wages).

17. 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.

~~16.18.~~ Tribal vehicles will be used when they are available.

~~17. Private vehicles shall not be used when Tribal vehicles are available. 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 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

~~18.19.~~ Food allowance payments shall be based on meals needed and on the current Government rate of the county the event is taking place. The Elders Inc. Board can make exception to this policy (i.e. Puyallup Fair). and in the following amounts: breakfast—\$10, lunch—\$10, dinner—\$15.

~~19.20.~~ The Elders' Coordinator will arrange for providing portable lunches, snacks and water for one-day trips.

~~20.21.~~ The Elders' Coordinator shall arrange lodging for overnight trips based on the number of participants signed up. Participants ~~must~~should share rooms ~~when possible.~~

Extended Trips

Eligibility

~~21.22.~~ Elders that did not attend the previous years trip/cruise will have priority for the current years travel. If the list of priority Elders is more than the number for that trip, then a lottery will happen. If the list of participants for the trip/cruise have vacancy after the priority Elders, those spots will be filled by a lottery.

Cruises

~~22.23.~~ Elders' Inc. will pay the price of an inside room and transportation departing from and returning to the Tribal Center.

~~23.24.~~ 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 Elders deposit. paid by the substituting Participant. If the extra fees exceed the

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deposit, then the participant will be required to reimburse Elders Inc.

24.25. Each Participant ~~will be required to~~~~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 deposit will \$200 is not NOT be refundable, and the participant is responsible for the entire cost of the cruise, unless he or she cancels with a ~~V~~valid ~~E~~excuse.

25.26. 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.).

26.27. Each Participant must provide copies of documents (passports (not expiring within 6 months of travel), enhanced license (if in the United States) ~~credit card, etc.~~ along with verification of a valid credit card needed for the trip for incidentals, to the Elders' Coordinator before the travel and again before boarding the bus for transport to the ship. ~~and t~~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.

Trips Longer Than One Night

27.28. Each participant will be required to make a nonrefundable deposit when he or she commits to attend an Elders Trip longer than one night. 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 paying for the trip, the deposit will be returned. If the participant cancels after Elders Inc. is committed to paying for the trip, the deposit will NOT be refundable, and the participant is responsible for the entire cost of the trip, unless he or she cancels with a valid excuse.

28.29. Each participant is personally responsible for all purchase while on the trip (e.g. tours, drinks, gifts, special restaurant fees, Wi-Fi, gambling, etc.).

29.30. Each participant must provide copies of documents (passports (not expiring within 6 months of travel), enhanced license (if in the United States)) along with verification of a valid credit card, needed for the trip for incidentals, to the Elder Coordinator before the travel is booked and again before boarding the bus. 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.

31. Elders Inc Board can make exceptions to this policy with adequate notice to all participants.

CERTIFICATION

The Elders' Inc. Board hereby certifies that the foregoing was adopted at the regular meeting of the Elders' Inc., held on ~~July 11, 2018~~October 2, 2024, at which time a quorum was present and was passed by a vote of ____ for and ____ against, with ____ abstentions.

Dorinda Thein, Chairman

Elizabth Krise, Vice Chairman

Michael Peters, Treasurer

Rose Brownfield, Secretary

Nancy Moore, Member at Large