

**LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS
LEGISLATIVE BRANCH TRAVEL POLICY and PROCEDURE**

Section 1. PURPOSE

This policy establishes a Travel Policy and Procedure for the Legislative Branch to ensure expenses have been authorized and that reimbursements of expenditures are made accordingly.

Section 2. POLICY

- a. In accordance with Waganakising Odawak Statute, Constitutionally Mandated Compensation, Tribal Councilor may be paid in advance or reimbursed for travel at the same rate as allowable for employees.

- b. Approved travel shall be contingent upon budget and funding availability.

- c. Employees and Tribal Councilors shall receive a copy of this Policy as well as a copy of the Little Traverse Bay Bands of Odawa Indians Tribal Government Policy and Procedures for Local and Non-Local Travel, for which they shall read and sign indicating that they understand and agree to the terms and conditions of this policy.

Section 3. DEFINITIONS

- a. “*Authorized signatory*” means the following positions: Any position that has the authority to approve travel of a direct report. The Legislative Office Director and/or Tribal Council Officers shall be the *authorized signatory* for Tribal Councilors who are travelling.

- b. “*Direct Report*” means an employee whose position at work is directly below that of another person, and who is managed by that person.

- c. “*Immediate Family Member*” means wife, husband, son, daughter, mother, father, brother, sister, step-mother, step-father, step-brother, step-sister, father-in-law, mother-in-law, child and step-child, grandmother, grandfather, brother-in-law and sister-in-law. This shall include person(s) whose relationship with the Traveler is similar to that of a spouse.

- d. “*Mileage*” means a fixed rate per mile.

- e. “*Per diem*” means the daily rate amount for meal and incidentals.
- f. “*Staff*” means the Legislative Branch staff.
- g. “*Travel Advance payment*” means the monies paid to the Traveler based on anticipated expenses of mileage, per diem, luggage expense, bridge fare, and other known allowable expenses.
- h. “*Tribal Council Officers*” means the Legislative Leader, Treasurer and Secretary of Tribal Council.
- i. “*Reimbursement*” means the monies paid to the Traveler after the completion of travel for allowable expenses as indicated in the *Travel Closeout* form.

Section 4. TRAVEL AUTHORIZATION

- a. All travel for Tribal Council shall be approved by motion.
- b. The Legislative Office Director, any Tribal Council Officer or any position that has the authority to approve travel of a Direct Report shall be the authorized signatory on all applicable travel forms (i.e. Travel Authorization, Airfare, Lodging, Closeout, etc.) for the Legislative Branch. No individual may approve his or her own travel or reimbursement.

Section 5. TRAVELER RESPONSIBILITY

- a. Tribal Councilors shall notify the Legislative Office staff of a training, meeting, or event, that they wish to attend and shall request that event be placed on the next meeting agenda for approval. If there is an immediate need, Tribal Council may approve the request by phone poll.
- b. Staff is only responsible to make travel arrangements for persons traveling under the authority of the Legislative Branch. All other Traveler’s, family members’ or companions’ travel arrangements shall be the responsibility of the Traveler.
- c. Additional costs for travel, lodging, meal or other travel expenses for spouses or other family members.

- d.** If a Traveler requires a change in their travel plans for reasons of a personal nature, then they must notify the Legislative Office Director or authorized signatory immediately.
- e.** Travelers must keep accurate records including receipts for all allowable out-of-pocket expenses.
- f.** A Traveler may decline a meal but must provide a receipt of the substituted meal, in order to claim that expense as part of the per diem on the Travel Closeout.
- g.** Vehicle Use. When multiple Travelers attend the same event, carpooling is encouraged to be utilized. This includes travel between airports, hotels, and events.
- k.** Travelers may use their own vehicle in lieu of air travel. To determine the amount of mileage that will be compensated, a cost comparison of a (14) day-advance airfare ticket will be used. Whichever is lesser, between airfare or the actual mileage, will be the amount of the cost covered.
- h.** Ground transportation shall be cost-effective, when traveling to and from training, meeting, or event, airport or hotel.
- i.** Travelers may rent a vehicle for travel in lieu of using their personal vehicle.
- j.** Travelers may rent a vehicle at the Travelers destination, provided that the car rental is more cost-effective than other modes of transportation.
- k.** If Travelers are renting a vehicle, the vehicle classification shall be with consideration of economy and safety, unless medical reasons prevent from doing otherwise.
- l.** The Traveler who is driving shall have a valid driver's license and car rental insurance shall be purchased by LTBB.
- m.** The Traveller is responsible to report to the LTBB Safety Officer any claims for damages to the rental vehicle.

- n. If a new Traveler will be replacing the original Traveler, a new travel requisition (with documentation) will be required; the new Traveler cannot use the same travel requisition of the previous Traveler.
- o. If a 3rd party is paying for the Traveler's travel, then the Traveler's reimbursement shall be paid by the 3rd party.
- p. The Traveler is responsible for personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs.
- q. Charges incurred from damage to property that are not covered by car rental insurance.

Section 6. UNINSURABLE DRIVER

- a. If any of the following occur within the previous five-year period, then the Driver is not insurable under the Tribe's insurance and is not allowed or authorized to drive on behalf of the Tribe or tribal business.
 - 1. Two or more suspensions with reinstatements
 - 2. Two or more at fault accidents
 - 3. Three or more moving violations
 - 4. Any combination of three or more moving violations, at fault accidents and suspensions with reinstatements
- b. If any of the following traffic violations occur within the previous five-year period, then the Driver is not insurable under the Tribe's insurance and is not allowed or authorized to drive on behalf of the Tribe or tribal business.
 - 1. Operating under the influence of intoxicant or controlled substance (DUI) (DWT)
 - 2. Failure to stop & report when involved in an accident that resulted in bodily injury to any person

3. Vehicular homicide, manslaughter or assault
4. Operating a vehicle during license revocation or suspension
5. Operating a vehicle without the permission of the owner
6. Operating a vehicle while used in commission of a felony
7. Racing or speed contest
8. Attempting to elude a police officer
9. Youthful (underage) passenger with open container
10. Reckless or careless driving
11. Driving on wrong side of highway
12. Hit and run

c. If any of the following occur within the previous three-year period, then the Driver is not insurable under the Tribe's insurance and is not allowed or authorized to drive on behalf of the Tribe or tribal business.

1. Suspended, denied or revoked driver's license.

Section 7. TRAVEL REPORTS

- a. All written travel reports generally will include the following information:
 1. Date of travel
 2. Location of travel
 3. Purpose of travel
 4. Summary of training, meeting, or event
 5. Benefit to the Tribe

- b. Legislative Branch employees must submit a written travel report with the Travel Closeout form.
- c. At the next Regularly Scheduled Tribal Council meeting that the Tribal Councilor is in attendance, the Tribal Councilor must give their verbal and written travel report.
- d. If a Tribal Councilor fails to present either a written or verbal report, this failure of action shall constitute a notation in the Minutes that no report was received.
- e. All Tribal Council written travel reports shall be posted to the Citizens Only Portal in the Little Traverse Bay Bands of Odawa Indians website.
- f. Travel Reports are NOT forwarded to the accounting office.

Section 8. STAFF PROCEDURES

- a. Staff shall ensure that Tribal Council training, meeting or events are placed on the agenda for approval as requested.
- b. Staff shall ensure that all travel forms for approved Travelers are complete and shall submit the *Travel Advance form* to the Accounting Department in a timely manner.
- c. Reservations for transportation (i.e. airfare, rail, car rental, etc.) hotel lodging, and conference fees will be completed by the Staff.
- d. The Staff shall ensure that the proper forms are completed correctly, contain the appropriate authorized signatory, and document any changes/cancellation made by the Traveler.
- e. Staff will forward the *Travel Closeout Form*, including reimbursement of funds from any overpayment, to the Accounting Department.

Section 8. EFFECTIVE DATE

This policy will take effect immediately upon Tribal Council approval.

Section 9. AMENDMENT

Little Traverse Bay Bands of Odawa Indians Legislative Travel Policy and Procedures shall be updated at the discretion of the LTBB Tribal Council to meet the Legislative Branch business needs. All amendments to this policy shall be approved by Tribal Council motion.

This Policy was approved by Tribal Council on

Emily Proctor
Emily Proctor, Tribal Council Secretary

Date 04.29.24

