

REDDING RANCHERIA TRIBAL GOVERNMENT POLICIES

Chapter TP 4-500

Travel



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SECTION 1: PURPOSE

To set forth uniform policies for administration of travel by Tribal Council members, employees and committee members.

SECTION 2: BACKGROUND AND INTENT

This policy covers all travel conducted by Tribal Council members, Committee members and employees in carrying out official business on behalf of the Redding Rancheria.

Travel required in conjunction with Tribal business shall be authorized, conducted and compensated in accordance with the following and such implementation procedures as shall be prescribed by the Chief Executive Officer, which shall conform with the provisions of 2 CFR Part 200.474 (Federal Cost Principles)

SECTION 3: DEFINITIONS (Reserved)

SECTION 4: DELEGATED AUTHORITY (Reserved)

SECTION 5: OBJECTIVES OF TRAVEL PROCESSES

Objectives of travel processes shall be to ensure efficient use of resources while allowing for the comfort and convenience of the traveler, by maintaining flexibility as appropriate. Effort shall be made to minimize the impacts of necessary travel on the personal and financial interests of the traveler.

SECTION 6: AUTHORIZATION OF TRAVEL

- (a) Authorization of travel shall be by the Tribal Council for Tribal Council members and Committees, by the Tribal Council Chairman for the Chief Executive Officer and by the Chief Executive Officer or responsible manager for employees.
- (b) Managers are delegated authority to approve reasonable and necessary travel for subordinates, for travel to be paid from budgets under their authority. Such delegation shall be in writing.

SECTION 7: TRAVEL EXPENSES

- (a) In determining the amounts to be paid in conjunction with travel expenses, the Tribal Organization shall observe federal travel rates to ensure allowability of costs and to avoid the necessity of reporting travel reimbursements for individual tax purposes.

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- (b) The amount of reimbursement for meals, lodging and mileage shall be consistent with the rates established for federal employees and shall be computed on the same basis, except that full federal per diem rates shall be paid. Provided that, amounts incurred for meals and lodging, in excess of federal rates, may be reimbursed to the traveler if itemized, supported by written receipts and approved by the travelers' supervisor. When travel arrangements require, the Chief Executive Officer may authorize additional advances in excess of federal per diem rates, provided that expenses and travel vouchers shall be submitted within ten (10) working days after the completion of each trip.
- (c) Other travel expenses shall be considered as "cost reimbursable" to the traveler. Travelers shall be reimbursed for reasonable and necessary expenses at their cost, except that travel advances may be used for the minimum anticipated travel costs.
- (d) Registration, tuition and airfare shall be paid directly by the Tribe, except where circumstances dictate otherwise.
- (e) Managers and employees vouching travel on a strictly reimbursement basis shall submit expenses and receipts in such form as shall be prescribed by the Chief Financial Officer, within ten (10) days after the end of each calendar month.
- (f) Expense Receipts: All employee expenses claimed in excess of \$10 for any single item shall be supported by a receipt. Expenses for which receipts have been lost may be reimbursed upon submission of alternative documentation certified by the employee/traveler and approved by the supervisor.

SECTION 8: TRAVEL PLANNING

- (a) Employees are expected to plan in advance and to accommodate schedules as reasonably appropriate to conserve Tribal resources.
- (b) Travelers shall be responsible to ensure cancellation of reservations made for them by the Tribe, should their plans to travel change. Costs associated with uncancelled reservations shall be borne by the traveler.

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