

REDDING RANCHERIA TRIBAL GOVERNMENT POLICIES

Chapter TP 7-500

Tribal Member Travel Assistance Program



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SECTION 1: PURPOSE

The purpose of the Tribal Member Travel Assistance Program is to promote family unity and further the knowledge of the membership about the world around us by assisting in the cost of travel for each Tribal Member.

SECTION 2: BACKGROUND AND INTENT

The Tribal Council believes that family unity can be enhanced and the members can learn more about the world by traveling to and enjoying other locations. The Tribal Council also recognizes the value of a well-informed, educated and involved membership. In order to further the development of its members, the Tribal Council has designed the Tribal Membership Travel Assistance Program to provide funds to members who wish to be more involved in events which might have an impact on the Tribe or its members. This program is designed to facilitate members' participation in workshops, seminars and cultural activities which impact the Tribe and its members and which will further members' personal development and education. This program will also enhance family unity by assisting families to spend time together.

It is the intent of the Tribal Council and the Redding Rancheria to support and facilitate member travel by supporting travel costs and facilitating scheduling and travel arrangements.

SECTION 3: DEFINITIONS

As used within this chapter, the following terms shall mean:

- (a) Administrator: The Chief Executive Officer of the Redding Rancheria or authorized designee.
- (b) Chief Executive Officer (CEO): The Chief Executive Officer of the Redding Rancheria.
- (c) Tribe: The Redding Rancheria, a federally recognized Native American tribe in Redding, California.
- (d) Tribal Court: The Redding Rancheria Tribal Court.

SECTION 4: DELEGATED AUTHORITY

The Chief Executive Officer is hereby delegated all administrative authority to carry out the day-to-day operations of the program, in accordance with this policy. Such authority shall include but not be limited to:

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- (a) Recommending to the Tribal Council such policy decisions necessary to assure the efficient and effective administration of the program in accordance with its stated purpose.
- (b) Recommending to the Tribal Council such actions related to program services as are appropriate, for which authority has not been delegated within this policy.
- (c) Making provisions for disbursement of program funds in accordance with this policy.
- (d) Coordinating with, obtaining assistance of, and providing administrative direction to third parties engaged by the Redding Rancheria to assist in the administration of the program, including, but not limited to legal counsel, accountants, advisors and consultants.
- (e) Implementing such operating procedures as are required to assure effective day-to-day activities and services in the administration of the program, and publishing information for use by eligible members on how to apply for and use the program.
- (f) Adopting and amending appropriate forms for application and other documents required for the proper administration of the program.
- (g) Acting as program administrator and to delegate to other officers and employees, in writing, the authority to act and sign on behalf of the CEO for this purpose in order to carry out the program.
- (h) Establishing appropriate training and/or technical assistance programs to assure that eligible members can take advantage of the benefits of the program.
- (i) Providing information to members regarding their rights and options, taxation issues, the procedures for using program benefits and other information pertinent to the program.
- (j) Providing for reports to the Tribal Council as to the status of the program, eligible participants and other information required by the Tribal Council.
- (k) Recommending appropriations for the program in accordance with plans adopted by the Tribal Council and/or the membership.

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- (l) Initiating collection and legal proceedings as necessary to protect the Tribe's interests with regard to program funds for which the recipient is in material breach of the program.

SECTION 5: AUTHORIZED PROGRAMS AND SERVICES

There is hereby authorized, subject to the availability of appropriations, a travel program that provides for travel assistance for each Tribal Member as set forth within this policy. Expenses authorized for payment or reimbursement shall be as set forth herein or as otherwise provided within the annual Tribal budget, and shall include:

- (a) Authorized Travel Age Categories

The amount of benefits provided by the program shall be set forth within the annual tribal budget. Benefits will be paid as authorized in the following age categories. (For purposes of this section, the age of the member as of December 31 will be used for the travel allotment for the preceding year.)

- (1) 0-1 years of age
- (2) 2-13 years of age
- (3) 14-17 years of age
- (4) 18 years of age or above

- (b) Authorized Cultural Events or Meeting Fees Expenses

The maximum amount authorized for each member includes an amount for cultural events and/or experiences.

- (c) Authorized Travel Expenses

- (1) Airfare
- (2) Rental cars and ground transportation expense
- (3) Lodging
- (4) Meal and incidental expenses
- (5) Cultural event or meeting expenses
- (6) Other costs, as necessary, for the trip

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- (d) Each adult Tribal Member may have up to one advance at a time. Per Capita advances up to \$3,500 toward the cost of companion travel may be made. Advances will be repaid by the Tribal Member over a period of not more than 4 months. The per capita deductions will begin the month after the travel has occurred unless Tribal Member requests an earlier start time.

SECTION 6: ELIGIBILITY

Enrolled members of the Redding Rancheria who are in compliance with the provisions of this policy shall be eligible for travel assistance, on a first come-first served basis, so long as appropriated funds are available for the program.

SECTION 7: PROGRAM OPERATION

- (a) Travel Coordination and Planning
 - (1) The program is intended to allow members of the Tribe the ability to travel in accordance with this policy while combining the efficient use of resources with the comfort and convenience of the traveler. Efforts shall be made to minimize the impacts of travel on the personal and financial interests of the traveler.
 - (2) Travel requests shall be authorized by the Administrator or authorized designee. Requests shall be approved only if:
 - (A) The member requesting travel assistance is in compliance with this policy.
 - (B) The amounts and purposes of expenses are consistent with the provisions of this policy.
 - (C) Amounts of appropriations are available for the travel assistance being requested.
 - (3) The Administrator shall designate a Tribal employee as Travel Coordinator. The Travel Coordinator shall assist members in planning and booking travel, when requested.
- (b) Limitation of Travel Expenses
 - (1) Travel assistance is authorized for up to the maximum amount included in the annual budget for the age category of the member. For purposes of this section, the age of the member at the end of the calendar year shall be used for the amount of the current year.

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- (2) All members are responsible to insure cancellation of reservations made for them by the Tribe should their travel plans change. Costs associated with reservations not cancelled on time shall be borne by the member.
- (3) Car Rentals
 - (A) The traveling Tribal Member must be at least 18 years of age and possess a valid driver's license. A vehicle reservation cannot be made in the name of a non-member or one who does not possess a valid driver's license.
 - (B) Insurance is required on all rental cars rented by the Tribe.
- (c) Tribal Member Minor Traveling without their Member Parent
 - (1) If the Tribal Member parent is deceased the legal guardian must sign in addition to an adult Tribal Member who agrees to take financial responsibility for the trip.
 - (2) If the Tribal Member parent is incarcerated, the legal guardian may make a request for travel funds. The incarcerated Tribal Member or his/her power of attorney (POA) must sign.
 - (3) Additionally, incarcerated Tribal Members may "gift" their allotment under this program to assist their natural or Tribal Member adopted children to travel to the Member's out-of-the-area location of incarceration in order to increase family unity through more frequent visits. In such a case, the incarcerated Tribal Member or his/her POA must sign the request and all other provisions of this program will apply.
 - (4) If the Tribal Member parent is legally incompetent or their communication with the minor is restricted by a court order, then the legal guardian must sign in addition to an adult Tribal Member who agrees to take financial responsibility for the trip.
 - (5) If the Minor is traveling with their legal guardian who is also a Tribal Member (grandparent, sibling, other) the Tribal Member parent's authorization is not required.
 - (6) In case of conflict, staff may, on a case-by-case basis, request that Tribal Council make a final determination.

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- (d) Payment of Travel Advance
 - (1) In most cases, the check will be made payable to the Tribal Member adult who is traveling.
 - (2) If there is no Tribal Member adult traveling, then the check will be made payable to the legal guardian.
- (e) Travel closeout
 - (1) Upon completion of travel, receipts or other forms of documentation showing that the trip was taken as planned must be submitted to Travel Department or other employee designated by the CEO. Examples of such documentation might include receipts for fuel, lodging or activities from the destination or along the route of travel.
 - (2) If receipts and/or documentation are not provided for expenses for which advance was provided, then the member will be required to return any advanced funds to the Tribe.
 - (3) Any funds owed to the Tribe by the traveler are due by the end of the calendar year during which the travel advance was provided. If a member fails to close out his/her travel account and repay moneys owed by the end of the calendar year, moneys owed will be automatically deducted from the per capita check of the member, or in the case of a minor the adult Tribal Member who has signed for the financial responsibility

SECTION 8: MISCELLANEOUS PROVISIONS

- (a) No entitlements intended. The programs authorized pursuant to this policy are not entitlement programs. The Tribe has made provision to fund the program by establishing the funds for the program within the Tribal budget, but the program may be changed or eliminated as determined to be necessary or appropriate and no Tribal Member or his or her estate has any vested interest in potential or unused benefits available under the program. Neither approval of applications nor receipt of benefits of program resources creates a vested right in the applicant, the members of the applicant household, their estate or their heirs at law.
- (b) This program shall be unfunded. Benefits here under shall not be subject to alienation, encumbrance, assignment, garnishment or levy.

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- (c) Amounts made available to provide services under this policy shall be limited to the amounts appropriated for the programs and to such limitations as shall be set forth within the Tribal budget.
- (d) Amounts provided for travel assistance pursuant to this program are taxable to the recipient and will be reported on IRS Form 1099 for each calendar year. Where multiple family members travel, the cost of the travel shall be allocated to and reported for each family member.
- (e) In the event a member is in material breach of this policy, the Redding Rancheria shall have the right to reimbursement of amounts made available under this policy. Such reimbursement shall be enforceable under the laws of the Redding Rancheria.
- (f) No waiver of Tribal sovereign immunity. In establishing the programs authorized pursuant to this policy, the Tribe has not waived its Tribal sovereign immunity from unconsented suit and has not consented to suit or the jurisdiction of any state or federal court or administrative body.

SECTION 9: IMPLEMENTATION AND REVISION

The Chief Executive Officer shall review this policy and the program authorized herein each year and shall make such recommendations for changes as deemed appropriate.

Legislative History:

Originally Adopted by Tribal Council Resolution #080-12-11-07 dated December 11, 2007.

Amended by Tribal Council Resolution #060-06-16-09 dated June 16, 2009.

Amended by Tribal Council Resolution #042-06-16-15 dated June 16, 2015.

Amended by Tribal Council Resolution #032-04-25-17 dated April 25, 2017.

Amended by Tribal Council Resolution #039-06-13-17 dated June 13, 2017.

Amended by Tribal Council Resolution #045-07-18-17 dated July 18, 2017.

Amended by Tribal Council Resolution #095-09-20-22 dated September 20, 2022.

Amended by Tribal Council Resolution #078-08-18-25 dated August 18, 2025.