

Ione Band of Miwok Indians Travel Policy

Section 1. Purpose and Scope

1.1 Purpose. This policy describes the requirements for the reimbursement of travel expenses by the Ione Band of Miwok Indians (“IBMI” or “Tribe”).

1.2 Scope. This policy governs travel conducted by members or citizens of the Tribal Council, General Council, and Tribal committees that the Tribal Chairperson or Tribal Administrator has authorized and determined to be essential to the conduct of business for the Tribe.

Section 2. Preapproval of Travel

2.1 Prior Authorization Required. Any Tribal Council member, General Council citizen, or Committee member who wishes to travel for official business on behalf of the Tribe must first obtain verbal or written authorization for the travel from the Tribal Chairperson or Tribal Administrator. Only expenses incurred after receiving travel authorization shall be eligible for reimbursement by the Tribe.

Section 3. Expense Reimbursement Requirements

3.1 Travel Advances. A travel advance is defined as a temporary advance of money issued from Tribal funds to cover travel-related expenses prior to the date of business travel. Travel advances are optional, and travel parties can choose to instead obtain reimbursement for travel-related expenses after the business travel is completed. Requests for travel advances shall be submitted for approval to the Tribal Administrator. Any travel advances issued must meet the following criteria:

- a. Each request for travel advance must include documentation detailing the estimated expenses, such as pricing estimates or reservation invoices.
- b. The advance amount must be calculated not to exceed the estimated expenses. The Tribal Administrator shall assist with the amount requested.
- c. If previously authorized business travel is cancelled or postponed indefinitely, anyone who received a travel advance must return the advance to the tribal office within five (5) days of the cancellation or indefinite postponement.
- d. Each travel party must clear travel advances each month. Travel advance balances may not be carried forward and offset by future travel.
- e. Payment of advances or reimbursements will be made only when all previous travel monies have been fully accounted for and reconciled per the Tribe’s policy.

- f. If the advance exceeds the expenses substantiated on a travel authorization form, the traveling party must submit a check or money order to return the excess of advance amount to the Tribe. If the traveling party owes money to the Tribe from a travel advance and is unable to return the money at the time of reconciliation, travel money owed will be automatically deducted from the traveling party's next stipend check or travel advance.
- g. Advances paid for canceled travel must be repaid within five (5) working days of trip cancellation or rescheduling.

3.2 Cancellations. If travel must be canceled, the traveling party must notify the Tribal Chairperson or Tribal Administrator within 48 hours of the cancellation, or as soon as reasonably possible, to allow for the proper cancellation of travel reservations. In the event the traveling party fails to provide adequate notice and a "no-show" fee is incurred, the traveling party will be responsible for the fees incurred unless otherwise approved by the Chairperson or Tribal Administrator. Payment for such fees will be due within five (5) working days. All costs incurred for unnecessary travel fees (e.g., airfare class changes, early and/or late hotel checkouts, excess travel) must be paid by the traveling party.

3.3 Per Diem Rate. The per diem rate shall be governed by the Federal Travel Regulation of the U.S. General Services Administration and shall not exceed approved federal government rates. The per diem rate will be recorded on the travel voucher for advance payment and travel authorization reimbursement. Eligible travel expenses will be paid based on current federal standards.

3.4 Per Diem Adjustments. Per diem shall be adjusted or reimbursed for approved business meals for all travelers who exceeded estimated costs. Upon reconciliation of travel expenses, traveling parties must provide receipts for each business meal and list the purpose of the business meal, who was present, and the date of the meal.

3.5 Lodging. Lodging expenses estimated to be in excess of the maximum federally approved lodging rate must be approved by the Tribal Administrator prior to travel. No lodging shall be allowed at any location within 30 miles of the IBMI Tribal Office.

3.6 Mileage Rates. Mileage will be reimbursed in accordance with current federal reimbursement rates.

3.7 Privately Owned Vehicle Use. Authorized travelers may use privately owned vehicles ("POV") to travel for official Tribal business in the following situations:

- a. POV travel is advantageous to the Tribe (e.g., inclement weather, unavailability of tribal vehicle) as determined by the Tribal Administrator.
- b. When the mileage cost is comparable to that of air travel. If air travel is determined to be less expensive, the traveler may still use POV but will not be reimbursed beyond the equivalent cost of airfare.

- c. If POV travel is to and from the airport, reimbursement for such use will be at the full rate to ensure tribal vehicles are not parked at the airport for substantial lengths of time.
- d. If two or more travelers are traveling together in one POV, full mileage will be paid only to the driver of the POV.
- e. POV mileage will be calculated based upon the shortest route to the destinating (using map services such as Google Maps). Weather conditions and road closures may be considered.

3.8 Tribal Council POV Use. Tribal Council members are eligible to receive full POV mileage reimbursement without prior approval when attending board meetings or while conducting official Tribal business. POV mileage expenses will only be reimbursed upon submission of a completed mileage reimbursement request. POV mileage claimed may only include mileage incurred during the execution of official Tribal business. Any expenses incurred during the use of POV in excess of mileage (e.g., oil, repairs, gasoline) are ineligible for reimbursement.

3.9 Travel Expense Reports and Reconciliation. Travelers shall request reimbursement of travel expenses incurred by completing a Travel Expense Claim (“TEC”). The TEC must be completed and submitted within fifteen (15) days after the end date of travel and must meet the following guidelines:

- a. TECs must be completed in blue or black ink or submitted electronically.
- b. TECs must have signatures of the traveling party and authorizing party.
- c. Receipts and supporting documentation must be legible and attached to the TEC.
- d. All traveling parties must complete a Trip Report on any trip taken where travel expenses were incurred. Trip reports must be presented to the General Council at the next General Council meeting

Section 4. Unauthorized Expenses and Abuse of Travel Policy

4.1 Unauthorized Expenses. Any unauthorized travel-related expenses that are incurred are ineligible for reimbursement.

4.2 Tribal Council Policy Abuse. Any allegations of abuse of the provisions of this policy made against Tribal Council members shall be subject to investigation by the Finance Committee within sixty (60) days of the reported incident. Upon completion of the Finance Committee’s investigation, disciplinary actions, including a judgment that financial restitution be paid within 15 days, may be enforced against the party in question by the General Council. If a Tribal Council member incurs expenses related to unauthorized travel and fails to reimburse the Tribe for said expenses, it shall be considered a violation of the Tribal Council Code of Conduct Ordinance, and that Tribal Council member shall be subject to administrative sanctions pursuant to Article XI of the Tribal Council Code of Conduct Ordinance.

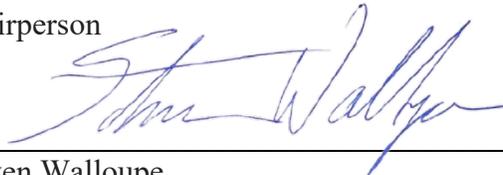
4.3 Policy Abuse by Others. Any allegations of abuse of the provisions of this policy made against Committee members or General Council citizens shall be subject to investigation by the Tribal Council within sixty (60) days of the reported incident. Upon completion of the Tribal Council's investigation, disciplinary actions, including a judgment that financial restitution be paid within 15 days, may be enforced against the party in question by the General Council.

CERTIFICATION

We, the undersigned duly elected officials of the Ione Band of Miwok Indians, certify that the foregoing Ione Band of Miwok Indians Travel Policy was adopted at a duly-called meeting of the General Council on this 11th day of February, 2023, at which a quorum was present, by a vote of 55 for, 0 against, and 0 abstentions.

By: 

Sara A. Dutschke
Chairperson

By: 

Steven Walloupe
Tribal Council Secretary