

# COLORADO RIVER INDIAN TRIBES

## TRAVEL POLICY AND PROCEDURES

(Effective October 1, 2017, Tribal Resolution #215-17)

*Travel should always be arranged to serve the best interest of the Colorado River Indian Tribes. Travelers should use the most direct route and most economical transportation. Travelers are reimbursed for pre-approved expenses incurred while on travel status. These travel policies apply to travel charged to all funding sources.*

### I. INTRODUCTION

#### A. Purpose

This manual provides the policies, procedures, instructions, and forms needed for Colorado River Indian Tribes (hereinafter known as CRIT) employees and non-employees who travel on official business. This manual shall be used as a guide for the proper preparation of travel request form, travel expense report, payroll deduction form and mileage reimbursements. Travelers have the responsibility to keep accurate complete records and to submit request for travel authorization and travel expense request in accordance with policy. This Policy shall be updated, as needed, to ensure that accurate, adequate and consistent travel information and guidance is provided. This Policy applies to all travel requests.

#### B. Policy

It is the policy of Colorado River Indian Tribes (hereinafter known as CRIT Tribal Council) to provide travel policies and procedures for the travelers of CRIT which are fair and equitable to all those required to travel on official business as authorized by the CRIT Tribal Council.

#### C. Authority

By authority of CRIT Tribal Council, the duly elected governing body of CRIT, these travel policies and procedures have been approved and adopted by CRIT Tribal Council.

#### D. Applicability

These policies apply to official travel performed by; employees, non-employees such as, Board/Committee Members, Elders and Tribal Council members on behalf of CRIT Tribal Council and its component units.

These policies do not apply to travel of contractors or consultants unless performing services under contract with CRIT Tribal Council and the contract specifies a provision in the agreement.

### II. Travel Policy

Each Department Head is responsible for determining and authorizing the need for travel and expenses incurred by travelers charged to programs. Travel authorization and travel expense request will be governed by these policies.

Any employee or non-employee traveling on official CRIT business is expected to exercise the same care in incurring expenses that a prudent (most economical) person would exercise if traveling on personal

business in that location. In other words, most cost effective for CRIT. Cost paid shall be at the lowest cost comparing the various alternatives.

Travel authorization must have a signed Travel Request Form and a Payroll Deduction Form (see Attachment A). This form will be used to deduct 100% of any balances owed CRIT for travel advances, airlines tickets, hotel stay, and any amount incurred on the CRIT travel credit card.

Travelers are required to cancel rooms and airline tickets if they are unable to attend and also contact the Accounting Department if they were put on the tribal business credit card. Amounts incurred on the tribal business credit card that are non-reimbursable items are subject to 100% payroll deduction.

These policies incorporate 41 CFR Part 301 (Federal Transportation Regulations), 2 CFR Part 200, Subpart E (Uniform Guidance), and 45 CFR Part 75 (HHS Regulations). Grant and Contracts employees must comply with applicable federal regulations.

Employees or officers are not permitted as individuals to receive travel advances from more than one source, i.e. double dipping. The traveler may charge multiple funding sources which is allowable and must have budget approval. Travel Expense Report requires travelers to certify that they have or have not sought a reimbursement for the travel costs from any other sources. Individuals that are reimbursed for travel expenses from another agency are required to submit the payment to the CRIT Accounting Department. The payment will be deposited to specific program and exact line item to defray (offset) costs incurred.

Discretionary and Mandatory Travel Requests will not be allowed unless approved. Discretionary travel is travel requests for training or conferences but not mandatory. Mandatory travel is travel mandated to be taken to meet the position responsibilities or for training or for tribal business mandated by Tribal Council or a grant or contract. For example, mandatory travel is that travel which, if not fulfilled, be counted against CRIT and any future funds or grant compliance could be in jeopardy. Training/travel costs included in the funding award and are no direct cost to the Tribe. Discretionary Travel for part-time, probationary, and temporary employees is not permitted.

If pre-approved expenses exceed the amount of the advance, the traveler may be eligible for a reimbursement. All required receipts must be itemized and must be kept and turned in and listed on the Travel Expense Form with an authorize signature.

If there is an increase in the number of days, cost, and additional expense incurred during travel than was originally approved, the change must be justified in writing on the Travel Expense Report and approved by the appropriate Department Head, regardless of the dollar amount.

Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets for shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable. In a case by case, Tribal Council may utilize tribal funds to attend special events for tribal business, such as, Pre-conference events and business meeting over breakfast, lunch or dinner with business associates.

Travelers returning early shall reimburse unused monies to CRIT Accounting or the amount will be deducted by payroll deduction. A Travel Expense Report must be submitted.

Immediately upon cancellation of travel, travelers shall reimburse 100% of Travel Advance to the CRIT Accounting or amount will be deducted by payroll deduction.

The Travel Advance is the responsibility of the traveler named on the Travel Request Form. Lost or stolen travel money is the sole responsibility of the traveler and CRIT will not pay for replacement costs, the traveler is still responsible for the repayment due CRIT.

Travelers should never give any amount paid to them to another individual. Amounts in question to this rule are deducted 100% from traveler name on Travel Authorization.

Traveler is responsible for any excess expenses over reimbursement limits for any additional expenses incurred for personal preferences or convenience. CRIT will not pay for costs resulting from excessive routes, delays, personal layover, leaving a day early, earlier flights or luxury accommodations or services necessary or unjustified in the performance of official business. If you do not travel by the method of transportation required by regulation or selected by CRIT, any additional expenses you incur will be the responsibility of the traveler. Traveler reimbursement will be limited to the cost of travel by a direct route or uninterrupted basis.

Per Diem allowances means a daily payment for meals and incidentals. Incidentals are included, but not limited to, personal care, fees and tips to porters or waiters.

A Travel Request Form must be completed and approved for any travel outside the radius of reservation boundaries prior to the proposed trip, regardless of job title or duties. For insurance and audit purposes, anyone engaging in travel must fill out a Travel Request Form.

#### A. TRAVEL REQUESTS

All travel requires prior approval on a Travel Request Form (Attachment B). The Travel request shall not be approved without sufficient support documentation that describes the purpose of the specified travel and not have the Department Head or designee signature. Any such travel will be sent back to the Department for the support documentation and proper signature and may cause a delay in processing.

On or near reservation travel includes trips within a 75-mile radius of Parker, Arizona, with duration time of less than 12 hours. This travel requires the submission of mileage expense voucher on a bi-weekly basis, if use of POV has been approved. Employees do not receive travel advances for on or near reservation travel.

Travel must be more than 12 hours and outside the 75-mile radius of Parker, Arizona. Travel that meets those requirements may receive a travel advance for estimated costs of lodging, per diem, mileage, taxis, bus/subway, parking/toll charges. Travel request for in state should be into the CRIT Accounting Department at least 10 working days before their actual travel. Travel request requires authorization from Immediate Supervisor, Department Head, Accounting Department and CRIT Tribal Council. Discretionary travel shall not be considered or reimbursed if approval is not received by the CRIT Accounting Department at least 10 working days prior to travel.

Travel requests within 200 miles radius of Parker, Arizona or within the State of Arizona are considered In-State travel.

Travel requests more than 200 miles outside the radius of Parker, Arizona or outside of Arizona are considered Out-of-State Travel. Travel that meets these requirements may receive a travel advance for estimated costs of lodging, per diem, mileage, taxis, bus/subway, parking/toll charges. Travel request for out of state travel should be into the Assistant Executive Secretary for Administrative Committee review and approval at 2 months in advance of actual travel. All out of state travel

requires authorization from Immediate Supervisor, Department Head, Accounting Department and Administrative Committee. Mandatory or Emergency travel taken prior to Administrative Committee review shall be approved at the next available meeting. Discretionary travel shall not be considered or reimbursed if approval is not received by the Administrative Committee prior to travel.

Tribal Council members are not subject to the deadlines listed above for travel.

## B. TRAVEL ADVANCE

CRIT travelers may be advanced funds 100% of estimated costs paid directly by the Accounting Department, excluding expenses directly paid by Accounting Department, for travel in compliance with above stated procedures. If an advance payment for expenses is requested, the traveler should complete a Travel Request Form and attach the flyer and/or related information and submit to Accounting Department who will review and estimate cost of travel advance make any corrections if necessary, forward for appropriate CRIT Administrative signatures and submit to Accounting for travel advance check.

The Accounting Department will secure airline tickets and guarantee room reservations with tribal credit card. Travelers must complete a Credit Card Authorization Form (Attachment C) which includes the name of the individual traveler, hotel name, phone number, address and type of room where the room reservation is to be made and mode of transportation. No reservations will be made without an approved travel authorization. Hotel arrangements will be made at the location of meeting or conference, unless it is more cost effective to stay elsewhere. Hotel lodging will be paid in accordance with the most current Federal GSA Per Diem Rates, when available.

The travel advance payment will be for lodging, meals, other (taxi, bus/subway, parking/toll) and mileage.

Travel advance checks will be released two (2) working days prior to the date of departure.

Employees with outstanding monies owed to CRIT will not be authorized future travel until the prior amount due is paid 100%. The Travel Expense Report should be filled out and submitted to the Accounting Department.

## C. MODES OF TRANSPORTATION

Transportation will be selected that is most efficient and economical manner possible to CRIT. The Accounting Department will make all airline reservations and purchase tickets on tribal business credit cards.

### 1. Airplane

The CRIT policy requires that all common carrier tickets be purchased at the most economical coach fare available at the time reservations are made. The Accounting Department will purchase the airlines ticket upon receipt of an approved Travel Authorization on the CRIT credit card.

If an airline ticket needs to be purchased, the travelers will need to submit a Travel Request.

Lost or stolen ticket replacement is the sole responsibility of the travelers, not CRIT.

Reimbursement of non-refundable airfare for cancellation of travel will be reviewed on a case by case basis.

Unused airline tickets must never be discarded or destroyed as these documents may have a cash value. Employees with a travel ticket needs to call the travel agent/issuing authority to initiate a refund.

Upgrades for air travel are unallowable. If any employee wishes to upgrade, it is done at the employee's expense.

Early check-in is unallowable with various federal funding agencies. If early check-in is unallowable, traveler must check in at the flight airline check-in desk.

Accommodations due to medical conditions or disability will be made on a case by case basis.

## 2. Train

Travelers can request an advance check to purchase train ticket upon receiving a signed approved travel authorization. Lost or stolen ticket replacement is the sole responsibility of the traveler, not CRIT.

## 3. Government/Tribal Owned Vehicles (GTOV)

A GTOV should be the first consideration when planning travel. If Department vehicle is not available, check with CRIT Auto Shop for availability.

If an individual/group decides not to use a GTOV when one is available, mileage will be paid at the most current GSA Federal Mileage rate. To be eligible for the full mileage rate, the individual/group must prove that a GTOV is not available. CRIT Tribal Council and Department Heads, and Program Managers have the discretion to deny mileage to any employee based on necessity, validity, and cost effective.

## 4. Personally Owned Vehicles (POV)

The driver must have a valid drivers' license. The driver must have valid insurance for the vehicle driven. The insurance must either be in the drivers name or show proof from their insurance company that driver is listed under said policy. Drivers are required to submit their current driver's license and insurance to the Accounting Office. Drivers are responsible for submitting updated items to the Accounting Office as they expire. Proof of insurance shall be attached to the travel request. Drivers not meeting requirements will not be paid mileage. Approved usage of a POV must be on the original Travel Authorization.

When a POV is deemed the most advantageous the following guidelines will apply. Mileage will be paid at the approved GSA federal rate, using standard routes and time and distance tables. Mileage should start at the official duty location unless employee's home is closer. The Accounting Department will assess the mileage on the Travel Request before it is sent for approval. Traveler will be notified via email or telephone with a copy of changes of route from online map, i.e., MapQuest, Google Map, will be provided. Personal reasons for

excess mileage will not be allowed, i.e. stopping to see friends/relatives, shopping, going to restaurant outside of hotel when there is one or more available at place of meeting/conference, etc. On Travel Expense Form write down exact mileage using your actual odometer reading for trips made.

When a traveler chooses to use a POV in lieu of airfare and the airfare is considered more advantageous, the traveler will only be allowed up to the cost of the lowest coach airfare for mileage. The Accounting Department will use the Internet to provide the quote for the lowest airfare available. Mileage reimbursement in lieu of airfare shall not exceed \$750.00 except where appropriate accommodations for medical condition or disability are approved. Per Diem allowance will be limited to work/business travel. Whenever a POV is authorized, travel time will be constructed as if a common carrier was utilized. In other words, the additional driving days/hours are considered personal and annual leave should be used unless justified (i.e. taking a large quantity of materials for booths/training). Travel days are considered the day before and the day after the scheduled meeting, seminar or training.

When using a POV, departments are expected to conserve energy and reduce CRIT travel expenditures whenever possible by ridesharing; thus, if two or more staff are going to the same meeting/training, efforts should be made to drive together and not drive individually.

Whenever two or more employees travel together in the same POV, only the owner of the vehicle may claim reimbursement for the mileage. The allowed reimbursement will not be reduced by any amounts contributed voluntarily by the passengers to offset expenses.

Travelers cannot claim mileage for commuting expenses, the cost of transportation between their home and their place of work.

## 5. Ground Transportation

Expenses for parking and transportation costs between duty station and terminal will be reimbursed.

When parking at an airport or train station is part of the business travel, it is expected that employees will utilize long term parking lots. Short Term parking fees will not be reimbursed.

At final destination, use courtesy shuttles and airport shuttles whenever available.

Taxicabs are permitted only if a courtesy or airport shuttle is not available or the taxi fare is less than the shuttle fare, a restaurant is not available at the hotel accommodations or your meeting/training is not at the location where you are staying.

## 6. Rental Vehicles

No reimbursements for rental car will be allowed unless justified on the Travel Request form and has prior approval. Personal business is not allowed while CRIT is paying expenses. The personal accident insurance is a personal expense and is not allowable or reimbursable.

Reasons allowable for a rental vehicle would be if the actual training site/hotel were in a remote area over 40 miles from the nearest airport, official business required frequent

travel at destination, ground transportation and taxicabs are not available at destination and its proves to be more advantageous to CRIT.

Vehicle rentals are a reimbursable cost only and the traveler must have a personal credit/debit card. When using a debit card, the traveler is responsible for the cash security deposit. No advance payment for rental vehicles will be issued on a travel advance. For reimbursement, attach the itemized receipt to your travel expense report. Toll and gas charges (receipts) will be reimbursed. The Accounting Department staff will assess vehicle rental/mileage cost and any cost that seems excessive will be deducted.

Traveler will make rental car accommodations through CRIT Accounting Department only. No Exceptions.

#### D. ALLOWABLE EXPENSE

Per Diem for lodging, meals and incidental cost and mileage will be paid to the travelers as allowable expense in accordance with the following guidelines:

1. Lodging Expense – The Department Head and authorized staff member will make the lodging arrangements, upon request, when travel is off reservation and requires overnight stay. The hotel accommodations will be made with the following considerations:
  - a. The location of the meeting/conference is the first choice.
  - b. A cost effective hotel is the second choice, when requested by the traveler or reduced rate room by the hotel/motel.
  - c. The rate shall be for the actual cost of lodging not to exceed the single occupancy rate established by the hotel/motel.
  - d. The receipt for lodging expenses must be an itemized detailed receipt from a commercial facility. No reimbursement shall be made for lodging with friends and relatives.
  - e. When travelers share a room, if not from same program, the costs will be distributed equally between travelers and programs.
  - f. Any receipts that appear to have been tampered with or altered in any way will be considered an unallowable expense. Receipts or faxed copies from hotel only. Employees may be subject to disciplinary action for any infractions.
  - g. When lodging is required, the amount of reimbursement shall be actual lodging cost.
  - h. The traveler can request the Accounting Department to make and hold the rooms with the tribal business credit card but it is still the traveler's responsibility to cancel their own hotel reservation if for whatever reason they do not travel.
  - i. Any requests for the Accounting Department to cancel room reservations need to be in writing (email) or verbal at least 96 hours or 5 days prior to allow for canceling without penalties.
  - j. If the room reservations are not cancelled and charged to our credit card, the traveler will need to reimburse the cost out of his/her pocket for not canceling or informing the Accounting Department to cancel them. Payroll Deduction form will be attached to the Travel Request.

- k. Any unauthorized charges against the travel credit card will be deducted in full from employees payroll check within 10 working days after returning from travel.
  - l. Lodging receipts must be returned into the Accounting Department.
- 2. Meals Expense – Meals and Incidentals Expense (M&IE) allowance will be paid according to the most current Federal GSA Per Diem Rates established for each destination. Check with the Accounting Department staff for more current approved rates. (NOTE: Locations not listed in Federal Register must use the CONUS Rate) The per diem allowance will be made with the following conditions:
  - a. Per Diem is not paid on travel of less than 12 hours.
  - b. When travel is more than 12 hours but less than 24 hours, the per diem allowance will be in accordance with the most current federal GSA MI&E.
  - c. When travel is 24 hours or more, the day of departure and return will be in accordance with federal GSA MI&E first and last day travel rate.
  - d. In cases where the traveler receives free meals (meals included in registration fee) a reduction in allowance will be made by meal provided in accordance to federal GSA MI&E. The primary responsibility lies with the traveler and Department Head; however, the Accounting staff will review and adjust when appropriate.
  - e. A meal provided by a common carrier or a complimentary meal provided by a hotel/motel does not affect your per diem rate. Use the Federal Register to look up location to determine the applicable rate by exact name. If the city or county is not listed in Federal Register, use the CONUS Rate.
- 3. Mileage Expense – Employees are entitled to reimbursement for use of a personally owned vehicle (POV) while on tribal program business. Reimbursement shall be at the prevailing federal GSA rate. Maintenance and repair costs of the POV shall be the responsibility of the employee.

The Privately Owned Vehicle (POV) reimbursement rates are:

- a. If no GTOV is available or if a cost analysis shows that it is cheaper to use a POV instead of a GTOV.
  - b. If a GTOV is available but the employee chooses not to use it for travel then reimbursement shall be at the government vehicle available rate.
  - c. Tribal Council members shall be reimbursed at the standard mileage rate for use of a POV whether or not a GTOV is available.
- 4. Miscellaneous Other Expense – This includes estimated cost for taxi, shuttle, bus, subway, parking, toll charges, fax, secretarial service or rental of office equipment and storage of property. These are allowable for reimbursement but must have a dated detail receipt for each cost over \$10.00.

#### E. PER DIEM CALCULATIONS

On the day of departure and day of return the first and last days MI&E shall be provided in accordance with the most current federal GSA rate.

Reimbursement shall be at the prevailing GSA Federal rate.

#### F. TRAVEL REQUEST FORM SUBMISSION

All travel request shall be completed by Traveler or designated program personnel and must have the proper signature authorizations before submitting to Accounting Department.

The Accounting Department will review and change as deemed necessary for completeness, review estimated cost and obtain proper authorizations before forwarding to the Executive Office for financial authorization/approval. Travel will be processed, upon approval from Executive Office.

Each travel request must have a signed Payroll Deduction Form and if using POV, Proof of Insurance.

The Accounting Office shall make the distribution of the check request.

#### G. TRAVEL EXPENSE REPORT SUBMISSION

A Travel Expense Report shall be prepared and submitted on a trip-by-trip basis. Travel Expense Reports (Attachment D) is due to Accounting within 10 days after the completion of travel.

Employee must execute a payroll deduction agreement providing 100% amount of the travel advance is paid after a month (two payrolls have passed) following completion of travel advance in the event a travel expense voucher is not completed within this period. The only exception will be when a travel advance exceeds their payroll amount; only then will a travel advance require more than one payroll deduction. Payroll check may zero (0) out and next deduction will be the remaining balance.

#### H. MILEAGE REIMBURSEMENT VOUCHER SUBMISSION

A Mileage Reimbursement Form (Attachment E) shall be prepared and submitted to Accounting Department on a bi-monthly basis for any mileage made on the reservation or within 75 miles radius of Parker, Arizona boundaries for CRIT business.

All Mileage Reimbursement Form will be submitted directly to Accounting Department. The Accounting Department will review and ensure that traveler has a valid driver's license, current insurance and the mileage is for near or on reservation boundaries only. After reviewing the form, they will be submitted to Accounts Payable.

Purpose of travel must be stated clearly or the mileage reimbursement form will be returned to traveler for completion. If the appropriate account number and signatures are not on the form, it will also be returned and will not be processed.

#### I. NON-EMPLOYEE TRAVEL

Non-employees traveling representing CRIT are subject to the same rules and guidelines as employees. A Travel Request must be utilized for non-employees travel. Department Head must attach the memorandum stating traveler is a non-employee and their division accepts

responsibility for collecting monies owed to CRIT. Non-employee travelers will not receive any further advances from any CRIT program until amount is repaid 100%.

Amounts outstanding at calendar year end to CRIT will be reportable 1099 taxable income. Refer to Section II of Travel Policy for lost or stolen money.

J. STUDENT TRAVEL

Students traveling representing CRIT are subject to the same rules and guidelines as employees. The advisor of the group must assume responsibility for student travel money by signing a travel request form for the total amount of money advanced. The one receiving the money must be a CRIT employee. Refer to Section II of Travel Policy for lost or stolen money.

Use the Student Travel Meal Allowance Form (Attachment F) to issue meal allowance to each student. When submitting for the meal allowance for students, fill out the form with each student's name and attach to employee travel authorization. The students must sign the form by their name attesting that they received the meal allowance. CRIT Employee is responsible for returning unused travel advance from student meal allowance to Accounting Department.

Employees receiving travel advances for students are subject to the same rules governed by these policies. Student Travel Meal Allowance form must accompany employee Travel Expense Report.

Pre-set dollar amounts will be given for student travel not to exceed per diem allowance for area travel.

RESPONSIBILITY:

**IT IS THE DEPARTMENT HEAD RESPONSIBILITY TO REVIEW EACH TRAVEL REQUEST FOR COMPLETENESS/CORRECTNESS BEFORE SIGNING AND SUBMITTING TO ACCOUNTING DEPARTMENT FOR APPROVAL.**