LEECH LAKE BAND OF OJIBWE
TRAVEL POLICIES AND PROCEDURES

Travel should always be arranged to serve the best interest of the Leech Lake Band of Ojibwe. 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 Leech Lake Band of Ojibwe (hereinafter known as LLBO) employees and non-employees who travel on official business. This manual shall be used as a guide for the proper preparation of travel authorization, travel advance agreement, travel expense voucher, travel report form, and mileage reimbursements. Travelers have the responsibility to keep accurate complete records and to submit requests for travel authorization and travel expense voucher in accordance with policy. This handbook 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 Leech Lake Tribal Council (hereinafter known as LLTC) to provide travel policies and procedures for the travelers of LLBO which are fair and equitable to all those required to travel on official business as authorized by the LLTC.

C. Authority

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

These Travel Policies and Procedures shall hereby rescind and repeal all previous approved travel policies and procedures and shall remain in effect until rescinded, revised or amended by the LLTC.

Any changes of these policies shall not be made without review by the Accounting Office. Any recommended changes shall be submitted to LLTC for action.
D. Applicability

These policies apply to official travel performed by employees, non-employees and officials on behalf of LLTC and its component units.

These policies do not apply to the travel of contractors or consultants performing services under contract with LLTC unless the contract specifically incorporates travel paid by LLBO as a contract provision.

II. TRAVEL POLICY

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

Any employee or non-employee traveling on official LLBO 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 LLBO. Cost paid shall be at the lowest cost comparing the various alternatives.

Travel Authorizations must have a signed travel advance agreement, also known as a payback form (see Attachment A). This form will be used to deduct 100% of any balances owed LLBO for travel advances, airline tickets, hotel stay, and any amount incurred on the LLBO travel credit card.

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

These policies incorporate 41 CFR Part 301 and 2 CFR Part 225. All travelers shall comply with these regulations. Issues and/or conflicts not defined in these policies will be handled by use of 41 CFR Part 301 and/or OMB Circular A-87.

Employees or officers are not permitted as individuals to receive travel expenses from more than one source. Travel closeout requires traveler to certify that they have or have not sought a reimbursement for the travel costs from any other source. Individuals that are reimbursed for travel expenses from another agency are required to submit the payment to the Cash Management Office. The payment will be deposited to specific program and exact line item to defray costs incurred.

All temporary employees and some part-time employees will not be eligible for travel benefits.
There will be instances where some funding sources will only fund part-time positions and under the work plan requirements/deliverables require travel to trainings and conferences. If these requirements are not fulfilled, it is counted against LLBO and any future funds could be in jeopardy. Training/travel costs are included in the funding award and are no direct cost to the Band. Travel for part-time employees will be looked at on a case by case basis.

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 closeout form with an authorized signature. Reimbursements will only be processed on non-payroll weeks.

If there is an increase in the number of days, cost, and additional expenses than was originally approved, the change must be justified in writing on the request for reimbursement and approved by the appropriate Division Director, 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.

No advance payment is allowed for rental vehicle. A rental vehicle reimbursement is allowed on a closeout only (see Modes of Transportation).

Travelers returning early shall reimburse unused monies to the Cash Management Office or the amount will be deducted by payroll deduction per policy.

Immediately upon cancellation of travel, travelers shall reimburse 100% of Travel Advance to the Cash Management Office or amount will be deducted by payroll deduction per policy.

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

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

Traveler is responsible for any excess expenses over the reimbursement limits for any additional expenses incurred for personal preference or convenience. LLBO will not pay for costs resulting from excessive routes, delays, personal layover, leaving a day early, earlier flights or luxury accommodations or services unnecessary or unjustified in the performance of official business. If you do not travel by the method of transportation required by regulation or selected by LLBO, any additional expenses you incur will be
borne by 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, but not limited to, personal care, fees and tips to porters or waiters.

A Travel Authorization must be completed and approved for any travel outside the 60-mile 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 Authorization.

A. TRAVEL AUTHORIZATION

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

On or near reservation travel includes trips within a 60-mile radius of reservation boundaries, with duration time of less than 12 hours. This travel requires the submission of a mileage expense voucher on a bi-weekly basis. Employees do not receive travel advances for on or near reservation travel.

In state/off reservation travel must be more than 12 hours and outside the 60-mile radius of reservation boundaries. Travel that meets these requirements may receive a travel advance for estimated costs of lodging, per diem, mileage, taxis, bus/subway, parking/toll charges. Travelers will need to utilize our 800 numbers for work related calls during normal working hours and their LLBO issued cell phones for all other calls. If you have an LLBO issued cell phone, you will not be reimbursed for any telephone calls while on official travel. However, the Traveler can claim one 5-minute personal telephone call per day and all business related telephone charges only if they do not have an LLBO cell phone but calls must be itemized on their hotel statement. No travel advance will be given for estimated phone calls. Travel Authorizations for in state should be into the Corporate Travel Manager at least 7 working days before their actual travel. In state/off reservation requires authorization from immediate supervisor, Division Director and Executive Director.

Out of state travel must be more than 12 hours and outside of Minnesota. Travel that meets these requirements may receive a travel advance for estimated costs of lodging, per diem, mileage, taxis, bus/subway, parking/toll charges. The same telephone procedures as in the in-state/off reservation travel will be adhered to. Travel Authorizations for out of state travel should be into the Corporate Travel Manager at least 21 days in advance of actual travel. All out of state travel
requires authorization from immediate supervisor, Division Director, Executive Director and three (3) LLBO Tribal Council members.

B. TRAVEL ADVANCE

LLBO travelers may be advanced funds 100% of estimated costs, excluding rental cars, for travel in compliance with above stated procedures. If an advance payment for expenses is requested, the traveler should complete a Travel Authorization and attach the flyer and/or related information and submit to Corporate Travel Manager who will review the estimated cost of travel advance (Section 14 of Attachment B), make any corrections if necessary, forward for appropriate LLBO Administrative signatures and submit to accounting for travel advance check.

The Corporate Travel Manager will secure airline tickets and guarantee room reservations with our credit card. Travelers must complete a “Travel Reservation 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.

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

No hotel deposit money will be advanced. Deposit is for incidentals such as damage to rooms, movies, etc., which is the traveler’s responsibility, not LLBO. If the hotel requires a deposit, the traveler must either utilize another hotel or assume the responsibility.

Travel Advance checks are ready on Friday in the Accounts Payable Department for the following weeks travel but will not be released earlier than two (2) working days prior to the date of departure.

Travelers traveling on emergency or late notice will receive a manual travel check one-day prior or day of departure. Manual checks need to have letter/memorandum requesting a manual check and an explanation for the lateness.

Employees with outstanding monies owed to LLBO will not be authorized future travel until the prior amount due is paid 100%.

C. MODES OF TRANSPORTATION

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Transportation will be selected that is the most efficient and economical manner possible to LLBO. The Corporate Travel Manager will make all airline reservations and purchase tickets on corporate credit card.

1. **Airplane**

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

If an airline ticket needs to be purchased, the traveler will need to submit a Travel Authorization with a signed Disbursement Voucher (Attachment D) to LL General Fund signed by the Division Director with the program account number on it. The Travel Manager will fill in the amount of the airline ticket, attach the Trip Summary and Receipt and send the original to Accounts Payable with a copy to the Program Director.

Lost or stolen ticket replacement is the sole responsibility of the traveler, not LLBO.

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

2. **Train**

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

3. **Reservation Leased/Owned Vehicle (ROV)**

An ROV (including GSA/Fleet) should be the first consideration when planning travel. To check on availability, you should contact Fleet Management and fill out a Program Request (Attachment E).

If an individual/group decides not to use an ROV when one is available, mileage will be paid at a lower rate. To be eligible for the full mileage rate, the individual/group must prove that a ROV was not available. Personal business is not allowed in a ROV. LLBO Administrative Staff, Division Directors, and Program Managers have the discretion to deny mileage to any employee based on necessity, validity, and cost effective.

4. **Personally Owned Vehicle (POV)**
The driver must have a valid drivers’ license from the State of Minnesota. 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. The Accounting Office will notify drivers when requirements are not met. 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 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 Corporate Travel Manager will assess the mileage on the Travel Authorization before it is sent for approval. Traveler will be notified via inter-office mail with a copy of changes and a copy of the route from Map Quest 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 closeout, write down exact mileage using your actual odometer reading for trips made. The Accounts Receivable assessment on the closeout will be final and not overridden.

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 Corporate Travel Manager will use the Internet to provide the quote for the lowest airfare available. Mileage reimbursement in lieu of airfare shall not exceed $750.00. 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 LLBO travel expenditures whenever possible by ridesharing; thus, if two or more staff are going to the same meeting/training, they should ride 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.

At final destination, use courtesy shuttles or 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 accommodation or your training is not at the location where you are staying.

6. **Rental Vehicle**

No reimbursement for rental car will be allowed unless justified on the Travel Authorization and has prior approval. Personal business is not allowed while LLBO 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 it proves to be more cost advantageous to LLBO.

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 vehicle will be issued on a travel advance. For reimbursement, attach the itemized receipt to your travel closeout form. Toll and gas charges (receipts) will be reimbursed. The Accounts Receivable staff will assess vehicle rental/mileage cost and any cost that seems excessive will be deducted.

D. **ALLOWABLE EXPENSES**

Per Diem for lodging, meals & incidental cost and mileage will be paid to the traveler as allowable expenses in accordance with the following guidelines:
1. Lodging Expense – The Corporate Travel Manager 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 meetingconference is the first choice.
   b. A cost effective hotel is the second choice, when requested by the traveler or reduced rate room are not available at the meetingconference site.
   c. The rate shall be for the actual cost of lodging not to exceed the single occupancy rate established by the hotelmotel.
   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 not be considered an allowable expense. Original receipts (no copies allowed) or faxed copies from hotel only. Employees may be subject to discipline in accordance with GAAP for any infractions.
   g. When lodging is required, the amount of reimbursement shall be actual lodging cost.
   h. The traveler can request the Travel Manager to make and hold the rooms with the LLBO Credit Card but it is still the traveler’s responsibility to cancel their own hotel reservations if for whatever reason they do not travel.
   i. Any requests for the Travel Manager to cancel room reservations need to be in writing (e-mail) or verbal at least 48 hours 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 Travel Manager to cancel them.
   k. Any unauthorized charges against the travel credit card will be deducted in full from employee’s payroll check within 10 working days after returning from travel.

2. Meals Expense – Meals and Incidental Expense allowance (M&IE) will be paid according to LLBO approved Federal Register Per Diem Rates established for each destination. Check with the Corporate Travel Manager or Accounts Receivable staff for approved rates. (NOTE: Locations not listed in Federal Register must use the CONUS Rate.) The per diem allowance will be made with the following considerations:
a. When travel is more than 12 hours but less than 24 hours, the per diem allowance will be three (3) quarters.
b. When travel is 24 hours or more, the day of departure and return will be three (3) quarters each and every full day in between will be four (4) quarters.
c. In cases where the traveler receives free meals (meals included in registration fee) a reduction in allowance will be made by one quarter (i.e. lunch provided, deduct one quarter). The primary responsibility lies with the traveler and Program Manager; however, the Accounts Receivable staff will review and adjust when appropriate.
d. A meal provided by a common carrier or a complimentary meal provided by a hotel/motel does not affect your per diem rate.
e. Use the Federal Register to look up location to determine the applicable rate by exact name of destination (at the prevailing approved tribal rate). If city name is not found, locate the county name by using the internet at www.naco.com to determine if county is included in county locations for destination listing (close to or by is not allowed). 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 rate as approved by LLTC at the time of travel (see Attachment F). Maintenance and repair costs of the POV shall be the responsibility of the employee.

The Privately Owned Vehicle (POV) reimbursement rates are:

a. 485 cents per mile if no Government vehicle is available or if a cost analysis shows that it is cheaper to use a POV instead of a Fleet or GSA vehicle.
b. 28.5 cents per mile if Government vehicle is available (if a cost analysis shows it would have been cheaper to use a Fleet or GSA vehicle).
c. 12.5 cents per mile if committed to use a Government vehicle but chooses not to.

4. Miscellaneous Other Expenses – 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 allowed for reimbursement but must have a dated detailed receipt for each cost over $15.00.
E. **PER DIEM CALCULATIONS**

On the day of departure, an amount equal to three-fourths (3/4) of the amount for the day will be allowed. On the day of return, an amount equal to three-fourths (3/4) of the allowed amount for the preceding day will be allowed.

Per Diem is not paid on travel of less than 12 hours.

Reimbursement shall be at the prevailing federal rate as approved by the LLTC at the time of travel.

F. **TRAVEL AUTHORIZATION SUBMISSION**

All travel authorizations shall be completed by Traveler or designated program personnel and must have the proper signature authorizations before submitting to Corporate Travel Manager.

The Corporate Travel Manager will review and change as deemed necessary for completeness, review estimated cost and obtain proper authorizations before forwarding to the Accounting Office for financial authorization and if requested, processed for travel advance funds.

Each travel authorization must have a signed LLBO Travel Advance Agreement attached.

The Accounting Office shall make the distribution of the travel authorization advance check.

G. **TRAVEL EXPENSE VOUCHER SUBMISSION**

An expense voucher (closeout) shall be prepared and submitted on a trip-by-trip basis (Attachment G). Vouchers are due to Accounting usually within 5 days after completion of travel.

In accordance with LLTC Resolution 02-88, employees must execute a payroll deduction agreement providing 100% amount of the travel advance is paid after a month (two payrolls have passed) following receipt of the 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 checks may zero (0) out and the next deduction will be the remaining balance.

The Accounts Receivable Department is responsible for memorandum to employees stating the date and time closeouts are needed by. This will be a generic memo to all employees.
When balances are deducted from payroll check, the Accounts Receivable Department will issue a memorandum to employee with deduction date, amount and reason for deduction.

Any travel advances deducted 100% from paycheck for not submitting a travel expense voucher must turn that in no later than the day deduction is withheld from paycheck. Employees will receive a reimbursement check that following day for amount of expenses provided.

H. MILEAGE REIMBURSEMENT VOUCHER SUBMISSION

A mileage reimbursement voucher (Attachment H) shall be prepared and submitted to Travel Manager on a bi-monthly basis (non-payroll week) for any mileage made on the reservation or within 60 miles of reservation boundaries for LLBO business.

All Mileage Reimbursement Vouchers will be submitted directly to Corporate Travel Manager no later then close of business the Friday after payday to allow Travel Manager to meet the Accounts Payable weekly check run deadline. The Travel Manager will review and ensure that traveler has a valid drivers license, current insurance and the mileage is for near or on reservation boundaries only. After reviewing the vouchers, they will be submitted to Accounts Payable.

Purpose of travel must be stated clearly or the voucher will be returned to traveler for completion. If the appropriate account number and signatures are not on the voucher, it will also be returned and will not be processed for another two weeks if not submitted back by Accounts Payable weekly check run deadline.

I. TRAVEL REPORT SUBMISSION:

A Travel Report Form (Attachment I) shall be completed and either attached to the closeout voucher or submitted directly to the Division Director, Executive Director and Tribal Council. The report will consist of the purpose and date of travel, a brief narrative of the meeting/training or major highlights of travel and if there is any follow-up required.

J. NON-EMPLOYEE TRAVEL:

Non-employees traveling representing LLBO are subject to the same rules and guidelines as employees. A Travel Advance must be utilized for non-employee travel. Division Directors must attach a memorandum stating traveler is a non-employee and the division accepts responsibility for collecting monies owed to LLBO. Non-employee travelers will not receive any further advances from any LLBO program until amount is repaid 100%.
Amounts outstanding at Calendar Year end to LLBO will be reportable 1099 taxable income. Refer to Section II of travel policy for lost or stolen money.

K. STUDENT TRAVEL:

Students traveling representing LLBO 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 advance for total amount of money advanced. The one receiving the money must be an LLBO employee. Refer to Section II of travel policy for lost or stolen money.

Use the Student Travel Meal Allowance Form (Attachment J) 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. Employee is responsible for returning unused travel advance to the Cash Management Office, located in the LLBO Accounting Office.

Employees receiving travel advances for students are subject to the same rules governed by these policies. Attachment J must accompany employee closeout.

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

RESPONSIBILITY:

IT IS THE DIVISION DIRECTORS RESPONSIBILITY TO REVIEW EACH TRAVEL REQUEST FOR COMPLETENESS/CORRECTNESS BEFORE SIGNING AND SUBMITTING TO TRAVEL MANAGER FOR APPROVAL.