

YUROK TRIBE TRAVEL & PER DEIM POLICY

FORMS REQUIRED:

There are two forms required for most travel situations. These are:

1. The "Mileage Expense" Form: It is to be used for work related daily mileage and miscellaneous out-of-pocket expenses. This form is also used for one-day travel out of Humboldt and Del Norte Counties when an overnight stay is not required.
2. The "Out of County Travel Advance" Form: It is to be used for all travel outside of Humboldt and Del Norte Counties when per diem and an overnight stay is necessary.

SUBMITTING CLAIMS

Travel and expense claims are to be submitted by the end of the month in which the travel expense was incurred. Claims should be turned in at a rate of no more than twice a month. Appropriate travel forms will be submitted to the Fiscal Department with all required signatures.

TRAVEL ADVANCES

Advances for travel may be authorized. A travel advance must be approved and have all required signatures. A period of two weeks should be allowed to process a travel advance after the advance request is received. Travel advances must be cleared and traveler must have no outstanding Accounts Receivable before receiving payment on any travel claims or is eligible for any additional advances. If, after thirty days of travel, a travel advance remains outstanding, it may be deducted from the traveler's next compensation payment.

RECEIPTS

Receipts that are required in support of various items of expenses (motels, airfare, car rental, taxi, etc.) will be arranged in chronological order and attached to the claim. Each receipt must show the date and nature of the claim. A receipt for more than one claimant must have the names printed clearly on the back side of the receipt and indicate the amount of claim per person. The claimant is responsible for securing all necessary receipts and for submitting them with the original claim.

REQUIRED TRAVEL INFORMATION

The following entries are required before an advance/expense claim will be paid. Claims that do not include the required information will be returned unpaid without processing.

Pick up or Mail:	Indicate whether you want payment mailed or held for pick-up. All payments will be mailed unless marked for pick-up.
Name and Address:	include the name of the claimant and address to which payment will be mailed
Program to charge to:	Program or Department to charge for travel expenses
Destination:	The point to which the claimant traveled
Date and Time of	

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Departure and Arrival:	Date and time traveler departed and date and time traveler returned to his/her point of departure. (office, work-site, home, etc.) Circle AM or PM
Purpose of Travel:	When appropriate, include the names of clients or persons contacted. The purpose should be as specific as possible.
Odometer Reading:	Odometer reading at the time of departure and return to work-site must be included unless the base mileage chart is used.
Total Mileage:	Mileage is computed by subtracting the beginning odometer reading from the ending odometer reading.
Signature of Claimant:	Traveler
Signature of Authorizer:	Signature of Chair, Vice-chair or any Council member for Council travel. Signature of Executive Director or Department Director for Staff travel.

PER DIEM SCHEDULE

The Yurok Tribe will use the Federal Travel Guidelines for all travel.

To qualify for per diem allowance you must:

- 1) Have a travel authorization covering the period of travel.
- 2) Be more than 5 miles from your official station; and
- 3) Be more than 5 miles from your residence.
- 4) Be outside of Humboldt and Del Norte Counties.

MEAL SCHEDULES

In order to determine eligibility for a meal allowance when traveling, the following rules will apply:

Breakfast:	Reimbursement will be allowed if travel begins by <i>7:00 am</i> and extends to <i>9:00 am</i> .
Lunch:	Reimbursement will be allowed if travel begins by <i>12:00 noon</i> and extends to <i>2:00 p.m.</i>
Dinner:	Reimbursement will be allowed if travel begins by <i>5:00 p.m.</i> and extends to <i>7:00 p.m.</i>

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These rules apply to all one-day trips of more than 5 miles from the work site or home and continuous travel where trips begin or end on a partial day, EXCEPT for travel in Humboldt and Del Norte Counties and travel between offices as noted below. The incidental amount of per diem is only to be received by the traveler when there is an overnight stay.

TRAVEL IN HUMBOLDT AND DEL NORTE COUNTIES AND BETWEEN TRIBAL OFFICES

Travel in Humboldt and Del Norte Counties and between Tribal offices as a function of work responsibilities does not qualify for per diem or lodging. On occasion, special prior arrangements can be made on a case-by-case basis and must be approved in advance by the Chair.

MEALS PROVIDED IN REGISTRATION FEE

When meals are provided in the registration fee for conferences or seminars, it will be deducted from your per diem.

BUSINESS MEALS

As a general rule, business meals are not allowed. Under certain circumstances, with the appropriate prior written approval of the Executive Director, a business related meal could be authorized. No claims for reimbursement for business meals will be honored without prior approval.

SELECTING MODE OF TRANSPORTATION

Reimbursement will be made only for the method of transportation which is in the best interest of the employing agency, considering both the amount of the expense as well as the traveler's time.

TRANSPORTATION BY AUTOMOBILE

All staff will utilize a Tribal Vehicle for travel unless a vehicle is not available at the time of travel or when weather conditions are bad and the employee has a four wheel drive vehicle that is safer to drive than a tribal vehicle. All drivers must have a current driver's license and proof of insurance in the Fiscal Department.

No travel will be allowed where weather conditions are deemed to make travel conditions unsafe.

Where a claimant is authorized to operate a privately owned automobile, the Federal rate per mile will be allowed. There is no reimbursement for mileage incurred from Employees home to employee's duty station.

Claimants who cannot drive, and are on authorized Tribal business and pay someone to drive them, may with prior arrangement with the Executive Director, Department Director/Immediate Supervisor and the Fiscal Department be reimbursed the allowable rate per mile in accordance with Federal Travel Regulations. The driver must have a valid California driver's license and proof of insurance on file prior to driving.

OFF ROAD MILEAGE

Where an employee is authorized to operate a privately owned vehicle for OFF ROAD use, a flat fee of \$10.00 per day can be paid for vehicle use. All Off Road use must be pre-approved in writing by the employee's direct supervisor. In addition to the flat fee, the employee would receive the standard Federal rate per mile.

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OTHER TRANSPORTATION

For use of a privately owned motorcycle, the Federal rate per mile will be allowed.

COMMERCIAL AUTOMOBILE RENTAL

Rental of an automobile must have the prior approval of the Executive Director and must be supported by a receipt.

COMMERCIAL AIR TRAVEL

When air travel is the most appropriate mode of transportation, reimbursement will be made for actual costs, supported by a receipt. Air travel requires the prior approval of the Yurok Tribal Council and Executive Director. After a ticket is issued, the traveler will pay the cost of any change in the air travel itinerary that is not an emergency. An emergency is defined as a life threatening injury or illness to traveler or traveler's family member as defined in the Yurok Tribal Personnel Policies. Changes in air travel itinerary will also be allowed when requested by the Yurok Tribal Council.

LONG DISTANCE TELEPHONE CALLS ON TRAVEL STATUS

Every traveler is allowed a 5-minute personal call every day or 15 minutes every third day. Reimbursement for work related or allowable personal telephone calls will only be provided when a phone log or other documentation is submitted with other travel receipts.

C E R T I F I C A T I O N

This is to certify that this Policy was amended at a duly called meeting of the Yurok Tribal Council on March 24, 2000, at which a quorum was present and this Policy was amended by a vote of 7 FOR, 0 OPPOSED, 1 ABSTENTION. This Policy has not been rescinded in anyway.

DATED THIS 24 DAY OF MARCH, 2000

SUSAN MASTEN, CHAIRPERSON
YUROK TRIBE

ATTEST: _____
CYNTHIA CARLSON, EXECUTIVE SECRETARY
YUROK TRIBE

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TRAVEL AND PER DIEM

FOR VOLUNTEER COMMITTEE MEMBERS

To be eligible to receive any mileage or per diem reimbursement, the volunteers must have been formally appointed to the committee by the Yurok Tribal Council.

MEAL SCHEDULES FOR VOLUNTEER COMMITTEE MEMBERS:

In order to determine if a volunteer committee member will be eligible for a meal allowance when performing volunteer service for the Yurok Tribe the following rules will apply:

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| Breakfast: | Reimbursement will be allowed if travel begins by 7:00 am and extends to 9:00 am. |
| Lunch: | Reimbursement will be allowed if travel begins by 12:00 p.m. and extends to 2:00 p.m. |
| Dinner: | Reimbursement will be allowed if travel begins by 5:00 p.m. and extends to 7:00 p.m. |

When Volunteer committee members use their privately owned vehicles, they will be reimbursed the allowable rate per mile in accordance with Federal Travel Regulations.

