

TOHONO O'ODHAM KI:KI ASSOCIATION
TRAVEL POLICY & PROCEDURES

Amended by the Tohono O'Odham Ki:Ki Association Board of Directors on October 23,
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Print Name: _____

Sign: _____ Date: _____

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TOHONO O'ODHAM KI:KI ASSOCIATION

TRAVEL POLICY & PROCEDURES

CHAPTER I. PURPOSE

The purpose of the Tohono O'Odham Ki:Ki Association (TOKA) Travel Policy and Procedures is to set uniform rules governing the travel of employees and the Board of Directors (Board Member(s)). Travel may be within state or out of state and shall be necessary to conduct official business or training. This Policy and Procedures is intended to ensure documentation of travel and financial accountability of travel expenses for all employees and Board Members.

CHAPTER II. APPLICABILITY AND GENERAL POLICY AND PROCEDURE

A. Applicability and Travel Status.

This policy shall apply to all TOKA employees and Board members. For purposes of this policy, an employee or Board Member shall be deemed to be on travel status during the period of time he is on travel pursuant to a Travel Authorization to conduct official TOKA business. The term traveler shall refer to any employee or Board member on travel status.

B. Gender.

The use of the masculine gender herein shall apply equally to the feminine gender.

C. General Policy and Procedures.

Any employee or Board Member traveling on official business shall exercise due care in incurring expenses so as not to waste TOKA funds and resources. The Executive Director shall authorize all travel by employees by prior approval. Travel must be necessary to conduct official business and training or seminars must be useful and necessary. Travel shall be approved only if there are adequate funds available in the travel and training budget. The Chairperson of the Board shall approve all travel by Board Members.

D. Reports and Reimbursement.

All employee travel expenses and activities shall be reported to the Executive Director for review and approval. The traveler shall submit a travel expense report (Exhibit "A") and a narrative report (Exhibit."B"). Travel expenses shall be reimbursed in accordance with the approved travel authorization.

CHAPTER III. TRAVEL PROCEDURES

A. Travel Authorization.

1. Any employee or Board Member who is required to travel for official business or who wishes to attend a training or seminar locally or out of state shall complete and submit a Travel Authorization within ten (10) calendar days of the requested travel.
2. The traveler shall submit for review and approval by the Executive Director or Board, a completed Travel Authorization with projected travel expenses along with the following:
 - (a) Registration cost, curriculum and schedule.
 - (b) Airfare and car rental rates, date and time of travel.
 - (c) Maximum GSA hotel rates for the locality of the travel destination.
 - (d) Meals and incidental expense based on current GSA rates with $3/4$ of daily amount for day of departure and $3/4$ allowance on day of return and the daily rate for days in attendance.
 - (e) Employee's supervisor's recommendation and concurrence of the travel request.
 - (f) Finance Director's approval of the total projected travel expenses.
3. Claim for travel reimbursement shall be submitted within ten (10) working days after the date of the travel to be honored for payment. Any amount due the TOKA shall be deducted from the employee's payroll in two pay period endings or Board member's per diem check.

B. Mode of Travel.

1. Most Economical.

Employees and Board Members shall use the most economical transportation available. If an employee or Board Member chooses an alternate method of transportation, the TOKA shall only pay the least economical cost.

2. Travel by Privately owned vehicle.

An employee or Board member may be authorized to use their private vehicle for TOKA business, but only in the event that a vehicle is unavailable. Mileage from the employee's home to office (or place of duty) and back home shall not be allowed as mileage claim during the employee's normal working days. An official mileage guide shall be used to determine mileage.

3. Travel by Commercial Airline.
 - (a) Travel by commercial airlines shall be coach class, except when it is unavailable or there are extenuating circumstances.
 - (b) In the event that an employee is authorized to use a private vehicle for travel in lieu of using commercial airlines and the travel is approved for more than one employee, only the driver of the vehicle to be used for this travel is eligible for reimbursement of vehicle mileage.
 - (c) Whenever a personal vehicle is used for official purposes as a matter of personal preference in lieu of using commercial airlines, payment for such travel shall be made in basis of actual travel at a mileage rate of .32¢ plus the per diem allowable for the actual travel. However, the total allowable cost shall not exceed the total cost of commercial airline transportation. An official mileage guide shall be used to determine mileage.

C. Per Diem.

1. Employees and Board Members shall be paid per diem at the established rate set by federal rates and regulations. In any event, lodging and per diem shall be paid at a rate of \$34.00 per day adjusted for high cost localities as provided for by federal regulations.
2. An employee or Board Member traveling, for less than ten (10) hours shall be allowed food expenses at the rate of \$8.00 for breakfast, \$12.00 for lunch and \$14.00 for dinner.
3. Subsistence reimbursement for travel in "high cost localities" shall be paid on an actual expense basis including other appropriate and necessary incidental expenses for travel in that area.
4. Meal allowance shall include breakfast, lunch and dinner cost including tips and taxes. Alcoholic beverage and entertainment expenses shall be excluded.

D. Travel Report.

1. The Employee or Board Member shall submit a written narrative report of the trip to accompany the travel authorization. The employee shall submit all information regarding the meeting purpose or training and seminar schedule and curriculum.
2. The trip narrative report shall be given to the Executive Director for approval and filed with expense receipts and airfare receipts.
3. The traveler's claim for any refund shall not be processed until the traveler has submitted a narrative trip report. The travel privileges for any employee or Board Member who fails to submit a trip report shall be suspended until the report is submitted.

E. Traveler Responsibility.

1. Employees and Board Members shall submit within ten (10) working days a complete travel expense report.
2. The traveler shall review and be familiar with the travel conduct code in this Policy and Procedure.

CHAPTER IV. TRAVEL COORDINATOR

The Executive Director's administrative assistant (Travel Coordinator) shall arrange and coordinate all travel needs of TOKA employees and Board Members.

- A. All travel authorization and request shall be submitted to the Travel Coordinator within ten (10) calendar days before an intended travel, unless there is compelling reason for travel approved by the Executive Director.
- B. The Travel Coordinator shall ensure that all travel requests are accompanied by complete information as to the purpose for travel, documentation and information of training and seminars, and total projected travel expenses.
- C. Upon obtaining complete travel information, the Travel Coordinator shall obtain prompt review of the travel authorization by the employee's supervisor for recommendation and review by the Finance Manager to ensure adequate funds for the projected expenses. Thereafter and only then; shall the Travel Coordinator submit the travel authorization along with all required information to the Executive Director for approval.
- D. Upon approval of the travel authorization by the Executive Director, the Travel Coordinator shall be responsible for making all travel arrangements and

scheduling including but not limited to purchase of airline tickets, lodging reservations, registration and payment of training or seminar costs and fees.

- E. Upon completion of travel by an employee, the Travel Coordinator shall obtain from the traveler, a trip narrative containing a report of trip activities including but not limited to: dates of travel, travel purpose and outcome, person(s) met with, and training or seminar schedules.
- F. The Travel Coordinator shall obtain Executive Director review and approval of the completed travel report and shall obtain accounting review for expense reconciliation and shall collect any refund or amount due the TOKA.

CHAPTER V. CONDUCT ON TRAVEL

A. General Standards.

- 1. Employees and Board Members on travel shall maintain a high standard of conduct and behavior to avoid any actions, which reflect adversely on the TOKA.
- 2. Employees and Board Members shall not waste TOKA funds or resources and shall not initiate unnecessary costs that cause an increase in the travel allowance without proper approval by the Executive Director.

B. Travel Conduct Code.

- 1. The traveler shall attend all meetings or training sessions that he is authorized to attend.
- 2. The traveler shall not consume alcoholic beverages while conducting business or attending meetings or attending training or conference sessions and shall not consume, use or possess any illegal drugs or any controlled substance at any time while on travel status.
- 3. The traveler shall not consume alcoholic beverages in excess which would impair the traveler's ability to represent the TOKA or which would reflect negatively on the TOKA.
- 4. The traveler shall not engage in any social activities that would reflect negatively on the TOKA.
- 5. The traveler shall not travel with a member of his immediate family at the expense of the TOKA.

6. The traveler shall not conduct personal business or business not related to the TOKA while during official travel.
7. A traveler who engages in misconduct while on travel status that negatively reflects on the TOKA shall be sent home.

CHAPTER VI. VIOLATIONS

A. Employees.

Any employee who violates this Policy and Procedures may be subject to disciplinary action including suspension and termination depending on the severity of the violation. In addition, an employee may be required to reimburse TOKA for undocumented or unauthorized travel allowance or expenses through payroll deduction.

B. Board Members.

Any member of the Board of Directors who violates this Policy and Procedure may be subject to disciplinary action by the Board of Directors including suspension of travel privileges or removal pursuant to Article V, 3 of Ordinance No. 98-03 establishing the Tohono O'odham Ki:Ki Association. In addition, a Board Member may be required to reimburse TOKA for undocumented or unauthorized travel allowance or expense.