

YAKUTAT TLINGIT TRIBE	Financial Management System	
Subject: TRAVEL POLICY	No. 5.1 through 5.5	Effective date: September 9, 2011

5.1 TRAVEL REGULATIONS

PRE-TRAVEL AUTHORIZATION AND APPROVAL

All travel must be authorized and approved in advance, and travel orders signed by the appropriate authorizing officials as indicated in the chart below. If the authorizing official is not available to sign the travel order due to the remote location of the official, that person must be notified of the trip, and the approval noted on the travel order.

AUTHORIZING OFFICIALS TRAVEL APPROVED FOR:

General Manager	Self, Council and program directors' travel
Program Directors	Staff travel

REQUIRED DOCUMENT AND PURPOSES

A travel order with the necessary pre-travel signatures is required when traveling on official YTT business. In addition to authorizing travel, the travel order specifies entitlement to reimbursement for expenses incurred while in travel status, the time period in-which the travel is to be performed, the purpose of travel, itinerary, mode of transportation, and the estimated cost. The travel order is not to be used to authorize any type of purchasing transaction (i.e. tuition fees and automobile rentals) when travel is not involved.

AVAILABILITY OF FUNDS

All travel is contingent upon the availability of funds as certified by the authorizing official against funds appropriated to the various departments and programs by the budgeting process. All authorizing officials managing funds for business and training travel are responsible for establishing internal controls to ensure that only travel which is essential to the Tribe is authorized, and that adequate accounting procedures are in place within their departments or programs to ensure that travel expenditures are within their travel budgets.

APPROPRIATENESS OF TRAVEL

YTT reserves the right to cancel department and/or program-originated travel if conditions warrant such action. Should the General Manager find the travel inappropriate, or determine that funds are not available, travel may be canceled. If the travel was performed and the authorizing official was aware that such travel was marginal based on the above, it is possible that personal refunds may have to be made by the traveler or authorizing official.

CHANGES IN TRAVEL ITINERARY DURING A TRIP

Travelers are not authorized to alter travel plans during the course of a trip. Airline or other itinerary changes made during a trip, due to weather or other circumstance beyond the control of the traveler, and any resulting additional charges must be paid for by the traveler. Reimbursement for additional expenses may be claimed in the traveler's request for final travel payment.

SUBMISSION OF THE TRAVEL VOUCHER

Persons traveling on a YTT travel order at the expense of the Tribe for travel and/or per diem must complete and submit a voucher for final travel payment no later than ten work days following the completion of the trip. (Refer to travel order instruction sheet).

TRAVEL ADVANCE REQUESTS

Travel orders for travelers requiring an advance of per diem must be submitted two weeks prior to the date the advance is needed. Exception to this policy will be made only when circumstances do not allow for the two week prior notice. The advance should be requested using a regular purchase order, which the traveler should submit with his or her approved travel order.

Travelers are held accountable for travel advances received until the account is cleared through payment of the traveler's voucher for final travel payment. If a traveler's computed final per diem claim is not enough to clear the travel advance received, the traveler must repay the difference to YTT within five (5) business days. The refund may be made directly to YTT. Direct Hire employees with special permission from the General Manager may have the amount due deducted from their pay checks, over a period not to exceed 6 pay periods.

Federal employees must pay by personal check at the time the final per diem is calculated. Travelers with an outstanding travel advance balance will not be allowed to apply for another travel advance until the outstanding balance is paid. Exception to this policy will be made only when the traveler's trips are back to back and occur within the two week period for submitting a voucher for final payment.

RECEIPTS AND AIRLINE TICKETS

Receipts and passenger ticket coupons are required in the following circumstances:

1. All travelers are required to submit their copies of the passenger ticket coupons with their voucher for final payment.
2. Receipts for lodging are required if the travel performed was to the contiguous United States and Hawaii.
3. Receipts are required when claiming reimbursement for any expense not covered by per diem, which is in excess of \$25.00.

4. Receipts are required when claiming reimbursement for car rentals. Travelers are responsible for their travel tickets. Should the travel ticket become lost, the traveler will be billed or his or her per diem reduced to cover the penalty charge imposed on YTT by the carrier or travel agency involved in the issuance of the ticket. Should the ticket become stolen or use by an unauthorized person, due to the negligence of the traveler, the traveler will be required to reimburse YTT for the value of the ticket.

UNUSED AIRLINE OR OTHER PASSENGER TICKETS

Per diem is a daily flat rate of allowance which may be authorized to a traveler while in travel status for YTT official business. Per diem rates may be obtained from established per diem tables or through negotiations described under the section entitled, "per diem rates." Per diem covers lodging, meals, laundry, cleaning and pressing of clothing, and fares between places of lodging or business and dining places. Below is a list of the most common allowable expenses which may be claimed in addition to per diem:

1. Parking and meter fees, ferry fares, bridge, road, and tunnel tolls, when the use of privately owned or rented conveyance is authorized.
2. Taxi and Limo fares to terminals.
3. Mileage when use of a privately owned conveyance is authorized.
4. Car rental and gas charges, when authorized
5. Fares to procure meals when the nature and location of work at the temporary duty station. are such that suitable meals cannot. Be procured on or near the location of work.
6. Telegrams and telephone call on official YTT business
7. Excess baggage, freight, or express packages of YTT property paid for by the traveler.

Below is a list of common allowable expenses which can occur, but cannot be claimed on the final travel voucher the expenses listed below must be claimed on a check/cash request form,

1. Tuition and registration fees, when previously authorized.
2. Small purchases made by the traveler while in temporary duty status for items needed to complete the purpose of travel.

Below is a list of common un-allowable expenses which may occur, but cannot be claimed on your voucher.

1. Cost of flight insurance.
2. Cost of upgrading tickets for the travelers convenience..

3. Excess cost of travel due to travel by own indirect route for the travelers convenience.
4. Tips for handling the traveler's personal property.

TRAVEL ARRANGEMENTS

Travelers may make their own travel arrangements through authorized travel agencies or commercial carriers. Most travel agencies, the AK Marine Highway System, commercial and charter carriers in AK are authorized providers.

TO PURCHASE A TICKET

If arrangements have been made with authorized travel agencies and carriers, as to where to purchase a ticket, the traveler or person coordinating the travel need only give the provider the travel order number assigned to the traveler. However, if the travel arrangements are paid for by the traveler, then they must submit a purchase order for reimbursement, along with the receipt and the approved travel order.

CAR RENTAL - INSURANCE

It is at the discretion of the traveler whether they purchase collision insurance when renting an automobile.

MILEAGE

Mileage accumulated during the use of a personal vehicle, for business related activities, will be reimbursed at the prevailing Standard Mileage Reimbursement Rate established by the IRS. Exceptions will not be made for unusual road conditions, etc. A mileage log sheet must accompany any request for reimbursement.

5.2. COMPUTATION OF PER DIEM

The Council per diem rate table will align with the Federal Civilian Per Diem Tables for all travel, except when circumstances warrant a different per diem rate, which must be approved by the General Manager.

Any per diem that is higher than the limits set by federal policy must be requested in writing and approved in writing by the General Manager. State per diem may only be higher than the if the Council has approved a higher rate and the Council-approved rate is in the state approved contract. State per diem rates will apply to all State funded travel. Travel outside the State of AK must be approved by the Grantor when State Grant money is used to fund the travel. If the traveler is traveling for both the State and Federal Governments in a single trip, the authorizing official must decide which rate will apply for the entire trip.

5.4 TRAVEL ORDER REQUISITION

The travel order requisition is a form written by a program head or other authorized person to initiate the preparation of a travel order. The form is written independently for each request. Instruction for filling out the travel order requisition are listed below.

1. Fund, grant and account number the travel/per diem will be charged to
2. Name of the traveler
3. Mark whether traveler is an employee or not. Be sure to note special arrangements for payment for non-employee travel (i.e. full payment on arrival, etc.)
4. Purpose of travel; please fill in a brief description (i.e. to attend meeting)
5. Location of departure
6. Date of departure
7. Estimated time of departure
8. Preferred carrier (i.e. Alaska Airlines)
9. Destination.
10. Please mark if advance per diem is requested
11. Date advance is needed. The requisition must be submitted two weeks prior to departure to allow time for check processing
12. Please mark if no advance is required
13. Mark if traveling to the 'lower 48'
14. Preferred hotel. Include address and/or phone number, if available in "Special Instructions/Notes" section. Indicate hotel rate incurred if travel is to "Lower 48" as per diem and advance is calculated on the basis of actual hotel at 100% and \$35 per day for meals at 80%.
15. Preferred car rental agency and type of car.
16. Indicate any special instructions/notes regarding your travel.
17. Signature of supervisor, or other indication of supervisor approval (when supervisor is at a remote location)
18. Signature of traveler/requestor.
19. Date signed.
20. Signature of supervisor approving travel.

Repeat steps 6-9 for each leg of the trip.

Completed travel order requisitions must be forwarded to the CFO.

5.5 COUNCIL TRAVEL

Council members who travel to attend Council functions will be required to submit completed Travel Orders during the first meeting day, in order to receive their Final Per Diem check before returning. Completed Travel Orders must be accompanied with proper receipts for transportation and other appropriate expenditures. Council members who have arranged for their own travel arrangements will also be required to submit proper documentation for reimbursement.

Council members are entitled to receive an incidental per diem of Fifty dollars for each travel day equivalent. For example if travel per diem is given for 3 days a Council member may request 3 days of incidental per diem.