

**Travel and Expense Policy
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Oneida Travel and Expense Policy

Article I. Purpose and Policy

1-1. This document establishes policies governing the reimbursement of travel and expenses incurred during the conduct of company business. It is company policy to reimburse employees for ordinary, necessary, and reasonable travel expenses that are directly connected with, or pertaining to, the transaction of company business. Employees are expected to exercise prudent business judgement regarding cost effective expenses covered by this policy.

Article II. Adoption, Amendment, Repeal

2-1. This Policy is adopted by the Oneida Business Committee by resolution BC-4-2-97-F, and amended by resolutions # 04-07-99-B , BC-7-03-02-C, BC-4-2-08-A and BC-08-06-08-B.

2-2. This Policy may be amended pursuant to the procedures set out in the Oneida Administrative Procedures Act by the Oneida Business Committee or the Oneida General Tribal Council.

2-3. Should a provision of this Policy or the application thereof to any person or circumstances be held as invalid, such invalidity shall not affect other portions of this Policy which are considered to have legal force and effect without the invalid portions.

2-4. All other Oneida policies, regulations, rules, resolutions, motions and all other similar actions which are inconsistent with this Policy are hereby repealed unless specifically re-enacted after adoption of this policy.

2-5. Forms or other documents needed to fully implement this policy may be created and revised by the Travel Office or Accounting Department as necessary to fully implement this policy without need for approval by any approving authority, or amendment to this Policy.

Article III. Definitions

3-1. This Article shall govern the definitions of words or phrases as used herein. All words not defined herein shall be used in their ordinary and everyday sense.

3-2. "Non-local travel" is defined as any travel which requires an overnight stay.

3-3. "Travel Coordinator" means the person or personnel from All Nations Travel.

3-4. "Department Designee" means the secretary or person making arrangements for individuals within departments of the Oneida Tribe.

3-5. "Traveler" means the employee of the Oneida Tribe of Indians of Wisconsin in an employment capacity, who from time to time may be authorized to act on behalf of the Oneida Tribe.

3-6. "Local Travel" is defined as travel which does not require an overnight stay.

Article IV. Non-local Travel

4-1. Any travel that is non-local travel must be authorized by the Oneida Business Committee or by the approved sign off authority prior to incurring travel expense. All non-local travel for the General Manager, Gaming General Manager, and Oneida Business Committee must be approved by the Oneida Business Committee. If immediate travel is needed, the travel must be put on the next Oneida Business Committee agenda for retro active approval. In either case, if approval is not acquired, all expenses will be the responsibility of the traveler.

4-2. Any travel for Boards, Committees, Commissions must be authorized by sign off authority as indicated within approved by-laws.

4-3. *Total Representation.* The Oneida Tribe recognizes that multiple representatives are sometimes necessary to obtain the greatest amount of information being presented. However, representation shall be limited as follows.

a. *Single Representative.* In all instances, a single employee may be approved for non-local travel as a representative.

b. *Multiple Representatives.* In all cases where more than one employee, regardless of the office or department of the Oneida Tribe is approved for non-local travel, justification for all employees must be presented.

c. *Limited Number of Representatives.* In all cases where more than fifteen employees will be approved for non-local travel, approval from the Oneida Business Committee must be obtained prior to travel for all employees approved to travel.

4-4. *All Nations Travel.* All non-local travel involving transportation and lodging must be arranged through All Nations Travel. That office may manage travel vouchers and expenses if in its judgement sufficient personnel is available to accurately managed such responsibilities. Where All Nations Travel is unable to manage travel vouchers and expenses, the department designee shall monitor this paperwork.

Article V. Travel Advances

5-1. Travel Advances may be obtained for non-local travel only, and are based upon the rates allowed for federal employees as set out in 41 C.F.R. Part 301 and as amended from time to time in the Federal Register.

a. Accounting computer generated and numbered Travel Authorization forms which require the signature of the Tribal Treasurer, Chief Financial Officer, or by the approved sign-off authority, shall be required for all advances. 100% of the Travel Advance request is allowable.

b. In order to obtain discounts and reduced fees, information regarding the travel must be submitted to the Travel Coordinator or appropriate department designee at least 7-10 days prior to departure date, when possible. The Travel Coordinator or department designee will fill out the necessary forms to get the proper approval, proper approval consists of the approved sign off authority, and forward the Travel Advance request to the proper accounting staff.

c. All Travel Advance requests are to be made through the Travel Coordinator office or department designee who will work with the appropriate accounting department staff to finalize all arrangements, which will include airfare, hotel, per diem, taxi, business expense, registration fees and car rentals.

5-2. Travel Advances are computed in the following manner by the Travel Coordinator or department designee. Days are divided into five sections: 12:01 a.m. to 4:30 a.m.; 4:31 a.m. to 10:30 a.m.; 10:31 a.m. to 4:30 p.m.; 4:31 p.m. to 10:30 p.m.; and 10:31 p.m. to 12:00 p.m.

a. When a change in the per diem rate is made during a day, the rate of per diem is effect at the beginning of the quarter in which the change occurs shall continue to the end of that quarter. Example: travel to Madison on the 5th at 9:00 a.m. and then on to Washington, D.C. on the 6th leaving Madison at 3:00 p.m. Per diem rate for the first and second quarter will be for Madison, and the rate for Washington will begin at 6:00 p.m.

b. *Beginning and Ending of Entitlement.* For computing per diem allowances, official travel

begins at the time the traveler leaves his home, office, or other point of departure and ends when the traveler returns to his home, office, or other point of conclusion of his work related trip. Vacation time taken in conjunction with a business trip is at the travelers expense.

c. *Lodging*. There is also a allowable amount for lodging which is listed with the per diem rates. If lodging exceeds rate, justification of exceeding that rate as well as , the supervisor's approval is needed.

d. *Other*. Taxi or car rental expenses use an estimated amount.

e. *Business Expense*. Use an estimated amount if needed.

f. Any other expenses incurred outside the normal rates will not be allowed unless approved by the Oneida Business Committee or approved sign-off authority.

g. *Private Car Mileage Rate*. Milage will be reimbursed at the rate allowed in the Code of Federal Regulations. Multiply the current rate times the estimated mileage expected for a round trip. Upon completion of travel, actual odometer readings must be turned in to the Travel Coordinator or department designee, from which the adjustments to the final travel costs will be computed.

h. Travelers cannot claim Business Expense and Per Diem for the same meals.

i. Travelers shall not claim Per Diem for designated meals when meals are included in the Conference Registration.

j. Per diem is allowed for non-local travel of the travel exceeds 12 hours.

Article VI. Air Fare

6-1. Advance notice must be given to the Travel Coordinator or department designee so that he/she can get discounts and/or government rates. Discounted rates are available for 7-day advance notices, 14-day advance notices, and 21-day advance notices. Some rates require a Saturday night stay and other restrictions may apply. The Oneida Tribe encourages the traveler to stay over the Saturday night if it is cost effective to the Oneida Tribe.

6-2. It is the traveler's responsibility to sign themselves up for frequent flyer numbers with each of the individual airlines for frequent flyer miles.

6-3. All frequent flyer miles and frequent flyer airline tickets, bonus and bank miles are the property of the individual traveler. This will not guarantee that the individual will only fly one particular airline to receive their miles, but will fly the airline that best accommodates the traveler's schedule.

6-4. The individual department will pay for change fees charged by the airlines, provided that the change is related to business and not personal. Example: A traveler is scheduled to leave on Saturday at 10:00 a.m., but wants to leave at 5:00 p.m. because he/she is required to attend a General Tribal Council meeting at 10:00 a.m., this change fee would be covered by the Department. Fees charged for missed flights due to late arrival by the traveler may be the responsibility of the traveler, not the Tribe.

6-5. Whenever possible travel arrangements must be made in advance and changes to these arrangements are not encouraged. Once arrangements are finalized, the airlines charge a penalty fee for each change. Sometimes the traveler may not be charged, other times airlines charge a fee at the ticket counter and the traveler will have to pay out of pocket. It is necessary to keep the receipt that the airlines gives the traveler in order to get reimbursed for the change fee, if applicable.

6-6. Class of service will always be booked in discount or coach class unless there is no availability in this service, then business or first class will apply for all domestic and international travel unless

for medical or physical reasons.

6-7. Travelers should limit themselves on the same flight to limit exposure to loss of key personnel in the event of an accident.

6-8. All charter and private flights should be booked through the Travel Coordinator's office and should be booked only when the domestic airlines cannot accommodate the traveler to and from his/her destination in the allowed time or if it is cost effective.

6-9. Use and approval of prepaid tickets should be made through the Travel Coordinator's office to insure the necessity of the cost for prepaid tickets.

6-10. Denial of boarding is the responsibility of the traveler and not the Oneida Tribe and any cost incurred is the traveler's responsibility.

6-11. Any unused ticket is the property of the Oneida Tribe. Dates and times can be changed for future use within 1 year of the date of ticketing, with a penalty fee, but names or airlines cannot be changed. All unused tickets are to be sent to the Travel Office to be used towards future travel and will be monitored through the Travel Office.

6-12. Cancellation and payment of airline tickets are the responsibility of the department ordering the ticket.

6-13. Travelers traveling will use the most cost effective form of travel, whether flying or driving. Travelers who wish to drive, and if flying is cheaper, will receive mileage only up to the cheapest airline ticket available. The individual department will determine which form of travel will be used.

Per diem will be paid beginning at noon one day before the meeting and end at noon one day after the meeting on all travel where the employee chooses to drive rather than fly to a location farther than 100 miles from the Oneida Reservation.

Article VII. Lodging

7-1. All Tribal travel requiring an overnight stay must be requested at Government Rates according to the Federal Register. Anything above that rate will need Tribal Treasurer, Chief Financial Officer and/or the General Manager's or Gaming General Manager's approval on the expense voucher.

7-2. Hotel reservations must be made as close as possible to the meeting place, airport, or the safest hotel in the area.

7-3. Hotels will not be selected to fit into a traveler's frequent flyer guest programs, but must be selected by location and rate.

7-4. It is the responsibility of the traveler to cancel hotel reservations while out on travel to reduce the cost of no-shows. Any no-show charges may be the responsibility of the traveler.

7-5. Only the following are included in your hotel expenses: room, tax, occupancy tax, telephone, fax, parking for rental car. All other expense will not be reimbursed.

Article VIII. Car Rental

8-1. The Oneida Tribe has a corporate negotiated rate with National Car Rental, see Travel Coordinator for corporate identification number.

8-2. The use of alternate transportation such as taxi, hotel shuttle, public transportation, subway, metro must be used when less expensive.

8-3. Insurance on all car rentals is covered by the Oneida Tribe's insurance policy. The driver must be on the approved Tribal vehicle drivers list with Human Resources Department before departure. No exceptions will be made.

- 8-4. Car rental will only be used if the event is farther than a 15 mile radius of the hotel.
- 8-5. Car rental advances must be submitted on the Travel Authorization before travel is taken.
- 8-6. Car rentals will be made in the compact or mid-sized categories.
- 8-7. Any upgrades will be the employee's responsibility and must be reimbursed to the Oneida Tribe.
- 8-8. A full sized vehicle or mini-van may be requested where there are three or more employees utilizing the rental vehicle.
- 8-9. Fuel charges assessed by the rental company will be the employee's responsibility.
- 8-10. Insurance coverage or charges beyond one driver will be the employee's responsibility. Under no conditions shall additional drivers be approved who are not also approved as drivers of Tribal vehicles.
- 8-11. Employees are required to report accidents to the following persons.
 - a. Local law enforcement agencies.
 - b. Rental company.
 - c. All Nations Travel.
 - d. Human Resources Department upon return.
 - e. Risk Management upon return, with copies of all paperwork.

Article IX. Expense Voucher And Receipts.

9-1. Upon return from travel, all receipts must be submitted together to the Travel Coordinator or department designee who will itemize the actual and necessary expenses incurred on an Expense Voucher. All expenses must have receipt attached to the Expense Voucher. This applies to both travel advances and business expense reimbursements. Following are the requirements for reimbursable/allowable receipts:

- a. If exceeding Per diem rates, all receipts are needed.
- b. All receipts must be a tape register receipt or a credit card receipt. Handwritten receipts will not be acceptable. The only exceptions to this provision, are:
 - 1. Taxi receipts
 - 2. Receipts for the purchase of materials, in which case the date, price, description of material, and signature of the seller must be clearly legible.
 - 3. Lodging in a dwelling other than a hotel, etc. Example: Land Claims Commission members travel to Canada and usually stay with other members from Canada, they pay the individual for the room and receives a receipt for reimbursement. Receipt must have name, address and telephone number of host/hostess.
- c. Expenses should also meet those requirements set forth in section 9-4.

9-2. All travel requiring an overnight stay, must be accompanied by a lodging receipt from the establishment providing the traveler's accommodations which clearly establishes the nightly rate for single occupancy for the room occupied and the numbers of nights the traveler utilized the accommodations. If voucher is not properly supported, it will be returned to the traveler, and reimbursement will not be allowed.

9-3. *Telephone Calls.* One personal phone call per day is allowed. Where more than one personal call is made, the first call made will be the allowed expense. Provided further, that personal calls in excess of \$15.00 will have all charges in excess of \$15.00 the responsibility of the employee. We encourage the travelers to use 1-800's when possible. *See also Cellular Phone Policy.*

9-4. *Business Expense*. This procedure applies to all purchase requisitions, appropriation requests, expense vouchers and cash advances. Travelers cannot claim business expense and per diem. In order for a meal to be considered as a business expense the following conditions shall be met.

- a. The bill shall not contain any amounts which represents the purchase of alcoholic beverages. *See Oneida Business Committee Resolution # 1-13-93-A*
- b. The persons meeting must be a combination of Tribal employees(s) or official(s) and non-Tribal representative(s).
- c. The non-Tribal representative(s) must be vendors, consultants, independent contractors or other parties that are doing business with the Oneida Nation.
- d. In most instances the maximum group sizes must number fifteen (15) or less. Groups larger than fifteen (15) must receive prior approval from the Oneida Business Committee. If prior approval is not received, payment or reimbursement may be denied.
- e. The allowable amount must fall within the guidelines established by the Federal Government for meals. If an estimate of the requested needed appears to fall outside the guidelines it will be necessary for the claimant to receive prior approval from the same person or persons stated in sec. 9-4(d).
- f. Consideration should be given to patronizing Tribally owned business and Indian preference vendors certified by the Compliance Division.
- g. Meetings conducted with other Tribes, government officials and delegates will be considered as a promotional business expense.
- h. The purchase requisitions or appropriations request must be supported by a the Expense Voucher form.
- i. *Enforcement*. If for any reasons the purchase requisition, appropriation request, or Business Expense Reimbursement form is rejected, it is the responsibility of those attending to make payment. If payment cannot be made, arrangements will be made to withhold the amounts from the paycheck.
- j. All matters should be executed as authorized by the appropriate official to establish full accountability for all actions.

9-5. Travel receipts and business expense receipts must be submitted to the Travel Coordinator or department designee upon return from travel, so he/she can forward the properly approved expense voucher to the Accounting Department for reconciliation, within 10 days from the date he/she receives them. Any reimbursements from Expense Vouchers due the individual will be made to the traveler in the next check run date.

9-6. All travel and business expenses must be received in the Accounting Department within 10 days from the date the travel has ended. All past due advances will be automatic payroll deductions.

9-7. All non-local travel and business expenses must have a written report or an explanation detailing the purpose of the expenses. Again all receipts must be attached. The purpose of this report is to substantiate the benefits accruing to the Oneida Tribe and/or contracting program. All Oneida Business Committee travel reports will be submitted to the Oneida Business Committee for approval at their regularly scheduled weekly meetings. Verbal reports can be given to the Oneida Business Committee at their weekly meetings, but due to the fact that the auditing process requires a written travel report for each trip, a written report must be submitted to the Travel Coordinator within 5 days of the oral report. If for any reason, the report is unacceptable, the traveler will be responsible to reimburse the Oneida Tribe for any cash advance relating to the unacceptable travel

report.

9-8. All tips are reimbursable by the Oneida Tribe.

9-9. Non-reimbursable charges include, but are not limited to the following items:

- a. Baby-sitting
- b. Personal entertainment, in room movies
- c. Luggage
- d. Toiletries
- e. Magazines and subscriptions
- f. Traffic fines
- g. Barber/ hairstylist
- h. Dry cleaning, provided that dry cleaning expense during any travel over five days is reimbursable.

Article X. Local Mileage

10-1. Local mileage reimbursement should be submitted to the Accounting Department on a monthly basis on the Mileage Reimbursement form. Any mileage reimbursement request submitted to the Accounting Department after fiscal year end, as established by the Chief Financial Officer, will not be reimbursed.

10-2. Individual eligibility must be maintained with Human Resources Department in order to receive mileage reimbursement in accordance with the Vehicle Drivers Policy.

10-3. All information on the Mileage Reimbursement form must be identified for reimbursement as determined by approved procedures.

Article XI. Credit Cards

11-1. The Corporate Credit Card is to be utilized for official business travel only.

11-2. Applicants must travel a least 5 times per year to qualify for the Corporate Credit Card.

11-3. The Corporate Credit Cards will be issued in the name of each traveler and the Oneida Tribe. Applications will be made through the Travel Coordinator.

11-4. Each individual will be required to sign an Agreement form stating that they will be responsible for the account that is in their name, and will support all charges made to that Corporate Credit Card with proper receipts.

11-5. Cash advances on the Corporate Credit Card are not allowable.

11-6. The following items are considered to be in non-compliance with this policy, in addition, if any charge is not justifiable and satisfactory to the travel or expense policies they shall be considered to be in non-compliance with this policy.

a. Questionable Costs.

1. The Travel Coordinator and/or Accounting Department may require further explanations or substantiation for questionable expenses.
2. A memo will be sent to the traveler, with a copy to his/her supervisor requesting explanations or documentation.
3. The traveler will have use of the Corporate Credit Card suspended until questionable expenses are reviewed by the appropriate authorities.
4. Unapproved charges incurred will be reimbursed through payroll deduction through the maximum deduction allowed.

b. *Misuse of Corporate Credit Card.*

1. A traveler will have one (1) letter notifying of misuse from the Travel Office Supervisor.
2. The second letter of notification will be copied to supervisor and Area Manager.
3. The third letter will be copied to the General Manager, Gaming General Manager or Tribal Treasurer whichever is appropriate, with the option to
 - A. Remove the traveler from company-sponsored payment privileges such as Corporate Credit Cards, Travel Authorizations, etc.
 - B. Require the traveler to fund their own business related expenses.
 - C. Require the expenses incurred in violation of the policy to be reimbursed to the Oneida Tribe through payroll deduction at the maximum amount allowed under law.
 - D. Subject the traveler to disciplinary action in accordance with the Personnel Policies and Procedures.

11-7. *Travel Coordinator's Responsibilities.*

- a. The Corporate Credit Cards will be kept in the Travel Coordinator's office in a safe and must be signed out on the Sign Out form. When the traveler is going out of town for more than one full 24 hour day, the Corporate Credit Cards must be turned in with the receipts the following working day of his/her return.
- b. Applications and Agreement forms will be kept in the Travel Coordinator's office.
- c. Reconciliations and payment to Credit Card Company is the responsibility of the Travel Coordinator's office and the Accounting Department.

11-8. *Card Member's Responsibilities.*

- a. It is the responsibility of each card member to send copies of all Corporate Credit Card charges, including food charges, and expense vouchers to the Travel Coordinator's office within two (2) days of return of travel.
- b. Card members must submit the Corporate Credit Card back to the Travel Office within two (2) days of return of travel.

11-9. Receipts not turned in with the travel voucher may be the responsibility of the traveler.

11-10. For any receipts that show up on the Corporate Credit Card bill that are not on the expense voucher, the total charge must be reimbursed to the Oneida Tribe.

11-11. If meals are charged on the Corporate Credit Card, and the employee received per diem, the full amount of the charge will be reimbursed by the traveler. However, if the employee charges any meals on the Corporate Credit Card for non-Tribal employees, this expense will be covered by the Oneida Tribe. The sign-off form must accompany the expense voucher justifying the expense.

Article XII. Travel Agency

12-1. With the implementation of the official authorized travel agency, it is recommended that the travelers of the Oneida Tribe not use any other travel agency to process and arrange its booking for employee travel. Travel should be booked through the designated travel agencies or their emergency weekend number. Personal travel may also be booked through our designated Travel Agency.

Article XIII. Extended Travel

13-1. Travel which includes the combination of work and personal time must clearly identify the

following:

- a. If the traveler spends extra days on a business trip for personal reasons, all tribal funds and coverage stops at the point that the traveler would normally return home.
- b. The traveler must take personal or vacation time for any extra days.
- c. Traveler cannot get reimbursed for expenditures while on their own time.

Article XIV. Conduct on Travel

14-1. The traveler empowered to act for or on behalf of the Oneida Tribe may travel on official business pertaining directly to the Oneida Tribe. Traveler is considered to be on official travel from departure of work site/home to return work site/home of travel. While on official tribal business the traveler shall use professional care exercised at all times.

14-2. The traveler may be asked to provide proof of attendance to all meetings or proceedings that the traveler is authorized to attend.

14-3. The individual upon return, is required to submit a written report to his/her immediate supervisor.

14-4. No use of intoxicants, which would impair a traveler's ability to represent, or which would discredit, and or embarrass the Oneida Tribe and its members.

14-5. Illegal drugs or barbiturates shall not be used while representing the Oneida Tribe and its members.

14-6. No social activity that demoralizes or causes embarrassment to the Oneida Tribe shall be tolerated.

14-7. No immediate family or friends shall travel at Tribal expense unless delegated by the Oneida Business Committee.

14-8. No personal business or business unrelated to the Oneida Tribe shall be acted on while on official business.

14-9. A traveler's actions which violates this section shall be brought to the attention of their supervisor and he/she will take disciplinary action.

Article XV. Special Group Travel

15-1. All group travel should be booked through the Tribal Travel Agency. Some group sizes over 15 people may qualify for a discount.

15-2. Depending on the size of the group, one coordinator shall be identified for the group and shall be with the group at all times.

15-3. Names of travelers must be confirmed at least 1 month in advance for confirmation with the airlines, and to defray any name change fees.

15-4. Rooming list should be established 1 month in advance to account for any special needs.

15-5. All ground transportation must be confirmed 1 month in advance.

15-6. If the group travel consists of elderly, consideration should be made for a nurse to be in attendance.

15-7. Any drivers must be on the Approved Drivers List before travel is taken.

15-8. All travel must have prior approval by the appropriate sign off authority.

15-9. A final list of participant's names, phone numbers, and emergency contact persons must be submitted to the department staff and the Travel Office before leaving.

15-10. A staff member must call in to the department each day to report on status of the trip.

Article XVI. Department Travel

16-1. Departments will limit themselves to three (3) people from the same department to travel to the same conference, workshop, or seminar and are recommended to share any pertinent information they have with others from their department. Special occasions may develop that need additional personnel from the same department to attend, provided that written approval from the General Manager, Gaming General Manager or Oneida Business Committee is needed, with an explanation for the additional personnel. This will exclude departments that need training hours for specific certifications.

End.

Adopted - BC-1-6-79-A (Application of federal rates to travel)

Adopted - BC-4-2-97-F

Amendments - BC-04-07-99-B

Emergency Amendments BC-8-08-01

Amendment - BC -7-03-02-C (Permanent adoption of emergency amendments)

Emergency Amendments BC-4-2-08-A

Amendment - BC -08-06-08-B (Permanent adoption of emergency amendments)