



Oneidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them.

# Oneida Tribe of Indians of Wisconsin

## BUSINESS COMMITTEE



UGWA DEMOLUM YATEHE  
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the colony of Pennsylvania, a new nation, the United States was made possible.

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### BC RESOLUTION # 08-06-08-B

#### *Amendments to the Travel and Expense Policy*

**WHEREAS,** the Oneida Tribe of Indians of Wisconsin is a federally recognized Indian government and a treaty tribe recognized by the laws of the United States of America; and

**WHEREAS,** the Oneida General Tribal Council is the governing body of the Oneida Tribe of Indians of Wisconsin; and

**WHEREAS,** the Oneida Business Committee has been delegated the authority of Article IV of the Oneida Tribal Constitution by the General Tribal Council; and

**WHEREAS,** the Travel and Expense Policy (the "Policy") was adopted by the Oneida Business Committee and governs the reimbursement of expenses incurred by individuals representing the Oneida Tribe (the "Tribe") while conducting company business; and

**WHEREAS,** the Policy names American Express as the official credit card company of the Tribe; and

**WHEREAS** it is in the Tribe's best interest to be able to immediately begin using a credit card other than American Express in order to reduce costs to the Tribe; and

**WHEREAS,** a public hearing on amendments to the Travel and Expense Policy was held on June 24, 2008.

**NOW THEREFORE BE IT RESOLVED,** that the following amendments to the Travel and Expense Policy are hereby adopted:

#### Article XI. Credit Cards

11-1. ~~American Express is the official credit card company for the Oneida Tribe of Indians of Wisconsin and the credit card~~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. ~~These~~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 ~~on American Express applications.~~

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 ~~e~~Corporate Credit Card with proper receipts.

11-5. Cash advances on the eCorporate Credit eCard cannot be made are not allowable.

11-6.

a. *Questionable Costs.*

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3. The traveler will have use of the eCorporate eCredit eCard suspended until questionable expenses are reviewed by the appropriate authorities.

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b. *Misuse of Corporate Credit Card.*

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3.

A. Remove the traveler from company-sponsored payment privileges such as charge eCorporate Credit Cards, Travel Authorizations, etc.

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 eCorporate 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 American Express Credit Card Company is the responsibility of the Travel Coordinator-s office and the Accounting Department. The American Express bill arrives on the 15<sup>th</sup> of every month and must be reconciled and paid by the end of the month.

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

a. It is the responsibility of each card member to send copies of all eCorporate Credit eCard 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.

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11-10. For any receipts that show up on the American Express 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 American Express 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 American Express 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.

## CERTIFICATION

I, the undersigned, as Secretary of the Oneida Business Committee, hereby certify that the Oneida Business Committee is composed of 9 members of whom 5 members constitute a quorum. 9 members were present at a meeting duly called, noticed and held on the 6 day of Aug., 2008; that the foregoing resolution was duly adopted at such meeting by a vote of 8 members for; 0 members against; and 0 members not voting; and that said resolution has not been rescinded or amended in any way.

  
Patricia Hoelt, Tribal Secretary  
Oneida Business Committee

\*Chair votes in case of tie.