

 <p>ONEIDA NATION STANDARD OPERATING PROCEDURE</p>	<p>TITLE: Section 16, Travel & Expense Policy</p>	<p>ORIGINATION DATE: October 5, 2018</p> <p>REVISION DATE:</p> <p>EFFECTIVE DATE: January 1, 2019</p>
<p>AUTHOR: David Jordan</p> <p>PAGE NO: 1 of 2</p>	<p>APPROVED BY: <i>Oneida Business Committee</i></p> <p>See attached OBC meeting minutes</p>	<p>DATE: October 24, 2018</p>

1.0 PURPOSE

Standardize travel requests being placed on the Oneida Business Committee Agenda. This SOP will establish the steps required by departments to place a travel request on the Business Committee Agenda that requires Oneida Business Committee approval in accordance with Chapter 219, Oneida Travel and Expense Policy.

2.0 DEFINITIONS

None

3.0 WORK STANDARDS / PROCEDURES

- 3.1 Departments will determine when Business Committee approval is necessary in accordance with the Oneida Travel and Expense Policy.
- 3.2 Prior to submitting an agenda request to the Business Committee, the following items will be required to be completed and submitted by the requesting agency.
 - 3.2.1 An agenda or literature of the meeting/conference individuals are attending.
 - 3.2.2 An explanation of why additional personnel are required to travel.
 - 3.2.3 A Travel Authorization Request form completed for each individual who will be attending said meeting/conference.
 - 3.2.4 A memo from the Director of the requesting agency stating the use or non-use of a Tribal vehicle and the rationale if a Tribal vehicle will not be used.
 - 3.2.5 State whether this travel is grant funded or will be taken out of Tribal contributions.
- 3.3 All requests for travel by air will be submitted to a Business Committee meeting date no later than 30 days prior to required travel date to maximize airline fares.
- 3.4 An individual from the department will attend the Oneida Business Committee Meeting to address any questions from the Committee.

4.0 REFERENCES

- 4.1 Chapter 219, Oneida Travel and Expense Policy.

5.0 FORMS

- 5.1 Travel Authorization Request

XI. NEW BUSINESS

A. Approve the CY2019 vacancy postings for Boards, Committees, Commissions, Corporate Boards, Standing Committees, and Other (01:11:57)

Sponsor: Lisa Summers, Secretary

Motion by Jennifer Webster to approve the calendar year 2019 vacancy postings for Boards, Committees, Commissions, Corporate Boards, Standing Committees, and Other, seconded by Kirby Metoxen. Motion carried:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Jennifer Webster
Not Present: Tehassi Hill, Daniel Guzman King, Trish King, Lisa Summers

B. Approve the Outagamie County Highway Department County/Municipal agreement - file # 2018-0585 (01:12:39)

Sponsor: Troy Parr, Division Director/Community & Economic Development

Motion by Jennifer Webster to approve the Outagamie County Highway Department County/Municipal agreement - file # 2018-0585, seconded by Ernie Stevens III. Motion carried:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Jennifer Webster
Not Present: Tehassi Hill, Daniel Guzman King, Trish King, Lisa Summers

C. Approve the Oneida Business Committee Standard Operating Procedure (SOP) entitled Section 16, Travel & Expense Policy (01:15:37)

Sponsor: David P. Jordan, Councilman

Motion by Jennifer Webster to approve the Oneida Business Committee Standard Operating Procedure (SOP) entitled Section 16, Travel & Expense Policy, seconded by Ernie Stevens III. Motion carried:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Jennifer Webster
Not Present: Tehassi Hill, Daniel Guzman King, Trish King, Lisa Summers

D. Approve an exception to resolution # BC-12-27-16-A and start Executive Session Discussion on December 11, 2018, at 10:00 a.m. (01:18:54)

Sponsor: Lisa Summers, Secretary

Motion by David P. Jordan to approve an exception to resolution # BC-12-27-16-A and start Executive Session Discussion on December 11, 2018, at 10:00 a.m., seconded by Kirby Metoxen. Motion carried:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Jennifer Webster
Not Present: Tehassi Hill, Daniel Guzman King, Trish King, Lisa Summers