

RESOLUTION OF THE
WHITE MOUNTAIN APACHE TRIBE OF THE
FORT APACHE INDIAN RESERVATION

- WHEREAS, it is the desire of the Tribal Council to define and expand the policies for payment of travel and per diem for personnel required to travel on behalf of the White Mountain Apache Tribe; and
- WHEREAS, it is the intention of the Tribal Council to minimize the volume of travel by ensuring that all operational levels perform only strictly essential travel and that all travel authorizations contain the approval of the respective supervisors, who shall be accountable for compliance with Tribal Travel Policy, and
- WHEREAS, all travel costs are to be limited by established maximum rates for lodging and subsistence and are to include other specified expenses that are reimbursable to the traveler, and
- WHEREAS, it is the intention of the Tribal Council to require that all travel be performed on a reimbursable basis (i.e. no advance payment of travel monies)--such reimbursement not to exceed the established maximum limits, and
- WHEREAS, the policies and intentions of the Tribal Council (and the associated procedures) are contained in a Tribal Travel Regulation, copy attached and made a part hereof by reference.

BE IT RESOLVED by the Tribal Council of the White Mountain Apache Tribe that this Tribal Travel Regulation is hereby approved in its entirety and that its provisions shall be applicable to all Tribal employees (including grant/contract and enterprise personnel) and all other persons travelling under Tribal Authority.

The foregoing resolution was on January 13, 1983 duly adopted by a vote of 10 for and 0 against by the Tribal Council of the White Mountain Apache Tribe, pursuant to authority vested in it by Article V, Section 1 (i) of the Amended Constitution and By-Laws of the Tribe, ratified by the Tribe June 27, 1958 and approved by the Secretary of the Interior on May 29, 1958, pursuant to Section 16 of the Act of June 18, 1934 (48 Stat. 984).

RECEIVED

JAN 21 1983

FORT APACHE INDIAN
AGENCY
WINTERVIEW, ARIZ.


Chairman of the Tribal Council



Secretary of the Tribal Council

WHITE MOUNTAIN APACHE TRIBE

TRIBAL TRAVEL REGULATION

Approved by White Mountain Apache Tribal Council on January 13, 1983.

Effective date: January 17, 1983



Ronnie Lupe, Tribal Chairman

GENERAL

The purpose of this Tribal Travel Regulation is to establish clearly defined guidelines for all travel performed on behalf of the White Mountain Apache Tribe.

The principal objectives of the regulation are as follows:

- 1. To verify the necessity for travel before it is performed;
2. To determine the estimated costs of travel before it is performed;
3. To select a travel schedule and mode of travel that will be the least possible cost to the Tribe consistent with reasonable accommodations and convenience to the traveller; and
4. To assure full accountability for Tribal funds after travel is completed.

This Tribal Travel Regulation is applicable to all persons travelling under the authority of the Tribe, including non-employees; Tribal employees under non-Tribal funding sources are also subject to these regulations.

Attached hereto is Council Resolution No. 83-24 of January 13, 1983, authorizing this regulation.

Future revisions of this regulation will be incorporated as numbered and dated addendums hereto.

SPECIFIC REGULATIONS

A. APPLICABILITY OF GUIDELINES/REGULATIONS:

These travel guidelines apply to all employees of the White Mountain Apache Tribe, including grant and contract personnel, and other persons travelling under Tribal auspices. The employee has the obligation to exercise the same care and prudence as if traveling on personal business.

B. AUTHORITY TO TRAVEL:

The authority to travel is issued by the Enterprise/Program Director. All requests must be submitted on Travel Report Form (TR-100). All travel must be approved prior to departure. Failure to obtain written approval will release the Tribe from any financial obligations incurred for the travel. Supporting documents, where appropriate, such as training brochures, announcements letters of authorization must be attached to the TR-100.

C. METHODS OF TRAVEL:

Methods of travel such as common carrier, tribal vehicles, rentals or privately owned vehicles will be up to the discretion of the approving authority. In each case, however, the method most cost effective to the White Mountain Apache Tribe will be selected.

D. GROUP TRAVEL:

Every effort will be made to consolidate vehicle travel among employees. In such cases, mileage will be awarded to the driver only. An employee choosing to travel separately for his/her own convenience will not be reimbursed for mileage.

E. GROUP BILLINGS:

If an individual travels with a tribal entity where lodging and subsistence are provided as part of a master bill. The traveler will not be eligible for a per diem award.

F. COUNCIL TRAVEL:

The position of the Tribal Council as special representatives of the White Mountain Apache Tribe requires that certain regulations herein be modified, as follows:

- (1) Use of limosines in lieu of taxis - waived.
(See Paragraph O). Taxis authorized for Councilmen.
- (2) Airlines: less than first class required - waived.
(See Paragraph K). First class authorized for Councilmen.
- (3) High Cost Areas: Maximum lodging \$75.00 - waived.
(See Paragraph J). Substitute: Actual cost of lodging authorized for Councilmen.

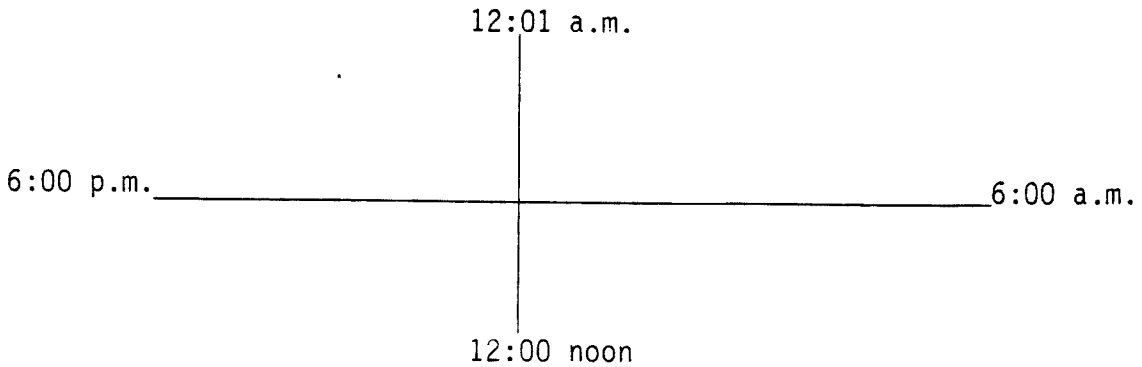
G. TRAVEL RESERVATIONS:

All travel reservations for transportation must be booked through the tribal designated travel agency. This agency will provide to the White Mountain Apache Tribe a monthly billing of travel incurred by the Tribe.

H. COMPUTATION OF TRAVEL:

All travel will be computed by daily quarters beginning at 12:01 a.m.. Computation of per diem is based upon the number of quarters the employee is considered to be in actual travel status.

For example, if an employee leaves for Phoenix at 7:00 a.m. on October 14th and returns on October 15th at 3:00 p.m.; the employee is eligible for six subsistence quarters - \$27.00. The employee will also be eligible for one night's lodging to a maximum of \$30.00.



I. OFF RESERVATION TRAVEL:

Off Reservation travel will be reimbursed based on the actual expenses to a maximum of:*

	Lodging (receipts required)	Subsistence (no receipts required)	Per Diem Maximum
In-State	\$30.00	\$18.00	\$48.00
Out of State	\$44.00	\$20.00	\$64.00

* Refer to high cost area for additional regulations.

J. HIGH COST AREAS:

The following shall be considered high cost areas and subject to the following rates:

	Maximum Per Diem
District of Columbia	\$100
Alaska	(\$25, subsistence) (\$75, lodging)

California:

Los Angeles	\$75.
Riverside	(\$23, subsistence)
San Diego	(\$52, lodging)
San Francisco	

Colorado:

Denver

Nevada:

Reno

Las Vegas

Oregon:

Portland

\$75
(\$23, subsistence)
(\$52, lodging)

Texas:

Dallas
Houston

Utah:

Salt Lake City

Washington:

Seattle

K. AIRLINE ACCOMODATIONS:

All employees who travel by common carrier are required to request less than first class accommodation. In the event that coach and second class are not available, prior approval must be obtained from the authorizing authority and Administrative Manager. Every effort should be made to schedule flights as early as possible to avoid extra costs. All charter flights must be approved in advance by the Tribal Chairman.

L. INDIRECT ROUTES:

If an employee interrupts his/her travel status for personal leave, the additional travel expense will be the responsibility of the employee. The employee will be reimbursed the normal expected expenses for the travel.

M. CANCELLED RESERVATIONS:

If it becomes necessary for an employee to cancel lodging or travel reservations, it is the responsibility of the employee to do so. Failure to cancel the reservations will result in the employee being responsible for the bill.

N. REIMBURSABLE EXPENSES:

Other expenses considered essential to the transaction of official business for the White Mountain Apache Tribe such as lodging, subsistence, airline tickets, taxis, business phone calls, airport parking etc. are reimbursable. Receipts must be submitted for those expenses which are considered additional but necessary for the transaction of business.

O. TAXIS:

In order to be reimbursed for business expenses incurred when using taxis, a receipt is required. Taxis expenses are subject to review before reimbursement. If airport limousine service is available, it must be used in lieu of taxis.

P. TRAVEL COUPONS:

All travel coupons that are issued by the airlines, auto leasing agencies etc. must be turned back to the Tribe's Finance Office.

Q. AUTO RENTALS:

If an employee leases a vehicle at the destination, the employee must also purchase the additional comprehensive and liability insurance offered by the rental agency. This will be considered a reimbursable item. Normally, the requirement for vehicle leasing must be established on the form TR-100 before departure. Any emergency requirement after departure must be approved verbally by the supervisor.

R. DRIVER'S LICENSE:

All employees who use tribal vehicles or use their personal vehicles for tribal use must possess a valid Arizona Driver's License.

S. ON RESERVATION TRAVEL:

On-Reservation travel will not be subject to a per diem award. The employee however, will be reimbursed actual mileage expense as submitted on the mileage report. If an employee travels beyond one hundred miles (one-way) from Whiteriver and beyond ten (10) hours in a day, the employee will be eligible for one half of the per diem subsistence rate.

T. MILEAGE:

Mileage calculations will be from the Whiteriver work site to the point of destination unless it would be more cost effective for the Tribe to have the employee depart from home. All mileage readings are to be recorded on the appropriate form. The mileage rate will be 18¢ per mile.

U. CREDIT CARDS:

Petroleum company credit cards will be issued on a per trip basis if using a tribal vehicle. The credit card must be returned to the Finance Office upon completion of travel before reimbursements will be issued.

V. PREPAYMENT:

Prepayment for travel is issued only in cases where travel could not otherwise be performed. In such cases, advances will only be issued to 90% of the per diem rate. All prepayment travel requests must be submitted two (2) working days prior to travel departure. Such prepayments will not be made for travel that will be paid or reimbursed by a non-tribal entity. Prepayments will be issued one (1) day before departure.

W. HOURS OF TRAVEL:

Vehicle travel should always be performed during normal working hours and supervisors should make every effort to insure that employees comply with this as a safety factor. Necessity for night travel must receive specific approval of the supervisor.

X. LACK OF RECEIPTS:

In the event an employee loses or misplaces a receipt, an explanation must be provided on the voucher. Every effort should be made to obtain a duplicate receipt but in the event that this is impossible, a notarized statement will be accepted.

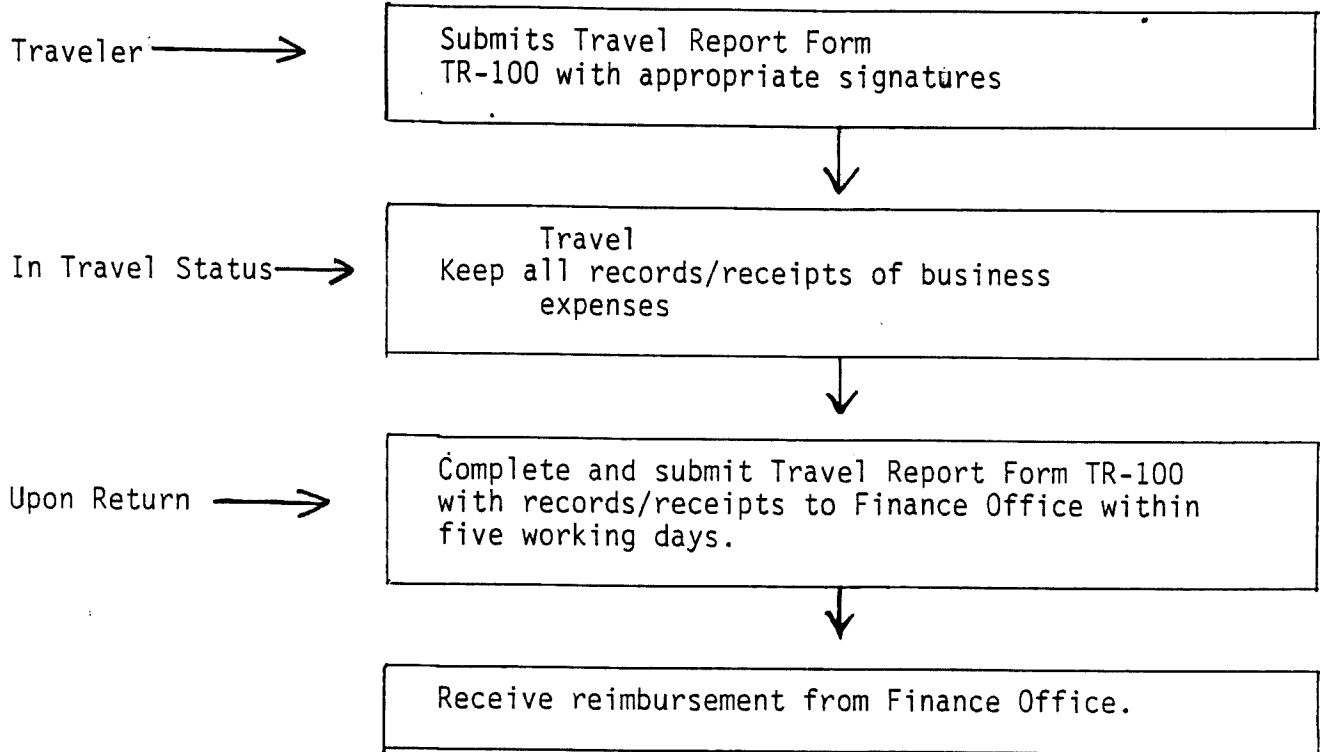
Y. FRAUDULENT CLAIMS:

Any fraudulent or false claims will be considered cause for dismissal/disciplinary action, reimbursement to the Tribe and prosecution under existing federal and state law.

Z. SEASONAL ADJUSTMENT:

Seasonal adjustments in the per diem rate will be allowed with prior approval of the Department/Enterprise Manager and the Administrative Manager, subject to specific conditions in the destination area.

TRAVEL REGULATIONS
FLOW CHART PROCEDURES



All items submitted for reimbursement are subject to audit at any time by the White Mountain Apache Tribe or their authorized representatives.

USE FOR ADVANCES ONLY

DATE	ARTICLES OR SERVICES	QUANTITY	UNIT PRICE		AMOUNT
			UNIT	UNIT COST	
_____	<p>TRAVEL:</p> <p>1. From <u> </u> Place <u> </u> Date <u> </u> Time <u> </u></p> <p>To <u> </u> <u> </u> <u> </u> <u> </u></p> <p>2. Mileage _____</p> <p>3. Per Diem Rate _____</p>				XXX.XX
CONTINUE ITEMIZATION ON REVERSE SIDE.					

VENDOR'S CERTIFICATION:

I CERTIFY THAT THE ABOVE LISTED ARTICLES OR SERVICES HAVE BEEN EITHER DELIVERED OR PERFORMED AND THAT THIS CLAIM IS CORRECT AND JUST AND THAT PAYMENT THEREFORE HAS NOT BEEN RECEIVED.

MAIL CHECK TO:

Traveler's Name _____ s/ _____

NAME OF PAYEE _____ WRITTEN SIGNATURE _____

ADDRESS OF PAYEE _____ TITLE OF CERTIFYING OFFICIAL _____

CITY _____ ZONE _____ STATE _____

TERMS:

TOTAL

SUM CLAIMED

XXX.XX

VENDOR - DO NOT USE BELOW THIS LINE

REFERENCE:

RECEIVING REPORT:

I CERTIFY THAT THE ABOVE LISTED ARTICLES OR SERVICES HAVE BEEN RECEIVED BY ME AND THAT THE SAME HAVE BEEN INSPECTED AND ACCEPTED, EXCEPT AS OTHERWISE NOTED.

TICKET NO. _____

TICKET DATE: _____

By: _____

s/ Supervisor's Signature

WRITTEN SIGNATURE OF RECEIVER

FILE NO.: _____

TITLE OF RECEIVER _____

LESS:	
LESS:	
AMOUNT APPROVED	XXX.XX
CLERK'S INITIALS	abc

LIQUIDATE

P. O. _____ \$ _____

Acct. No. XX-XX-XXXX

Authority _____

Amount Paid XXX.XX

CHECK NO. _____

CHECK DATE _____

VOUCHER NO. _____

COST ACCOUNT

ACCOUNT NO.	AMT. PAID
XXXX	XXX.XX

DEPT. HEAD AUTHORIZATION

Approval is hereby given for the expenditure of the listed amount for the payment of this voucher.

By: _____ WRITTEN SIGNATURE

TITLE _____

FUND _____ NAME OF FUND CHARGEABLE

APPROVED FOR PAYMENT

By: _____

Tribal Controller _____

OFFICIAL STATE MILEAGES

FROM PHOENIX TO: (1 way)

AJO	107
CAMERON	208
CAMP VERDE	87
CASA GRANDE	56
CHU CHUI	66
COOLIDGE	58
FLAGSTAFF	154
FORT APACHE	182
GILA BEND	65
GLOBE	89
HOLBROOK	227
KEAMS CANYON	229
KINGMAN	191
NOGALES	187
PARKER	161
PEACH SPRINGS	214
PRESCOTT	100
SACATON	42
SALT RIVER	14
SAN CARLOS	112
SANTA ROSA	93
SELLS	131
SHOW LOW	180
TEMPE	10
TRUXTON	224
TUCSON	122
VALENTINE	218
WHITERIVER	186
WINDOW ROCK	345
WINSLOW	212
YUMA	183
ALBUQUERQUE	454
BRIGHAM	788
GALLUP	318
LAS VEGAS	294
RIVERSIDE	338
STEWART	772
WASHINGTON	2272

OTHERS

FROM AJO TO GILA BEND	62
FROM CASA GRANDE TO CHU CHUI	10
FROM CASA GRANDE TO SANTA ROSA	35
FROM CASA GRANDE TO SELLS	75
FROM CASA GRANDE TO TUCSON	66
FROM FORT APACHE TO SHOW LOW	39
FROM FORT APACHE TO WHITERIVER	4
FROM FLAGSTAFF TO KEAMS CANYON	158
FROM GLOBE TO FORT APACHE	93
FROM GLOBE TO FORT THOMAS	55
FROM GLOBE TO KEAMS CANYON	210
FROM GLOBE TO SENECA PROJECT	60
FROM GLOBE TO SHOW LOW	91
FROM GLOBE TO WHITERIVER	97
FROM HOLBROOK TO KEAMS CANYON	72
FROM KEAMS CANYON TO GALLUP	100
FROM KEAMS CANYON TO ORAIBI	27
FROM KEAMS CANYON TO POLACCA	14
FROM KEAMS CANYON TO WHITERIVER	154
FROM PEACH SPRINGS TO TRUXTON	12
FROM PEACH SPRINGS TO VALENTINE	18
FROM SANDERS TO GALLUP	41
FROM SAN CARLOS TO FORT THOMAS	40
FROM SELLS TO CHU CHUI	65
FROM SELLS TO SANTA ROSA BRDG. SCH.	38
FROM SELLS TO TUCSON	61
FROM WHITERIVER TO SHOW LOW	35
FROM WHITERIVER TO TUCSON	203
FROM VALENTINE TO TRUXON	6
FROM GLOBE TO SAN CARLOS	23