

OMAHA TRIBE OF NEBRASKA

TRAVEL POLICIES AND PROCEDURES



SECTION I.

OVERVIEW

Travel on behalf of the Omaha Tribe of Nebraska for official tribal business shall be in accordance with Federal Travel Regulations according to 41 CFR Chapter 300. All travel shall be approved in advance. Employees shall request travel for estimated cost of travel and shall report actual travel expenses according to the procedures prescribed in this policy. The intention of the policy is to promote management best practices and efficient Omaha Tribe of Nebraska operations through the implementation of policy. Please see www.gsa.gov for additional information.

SECTION II.

POLICY JURISDICTION

- A. Anyone traveling on behalf of the Omaha Tribe of Nebraska is bound by the provisions of this policy.
- B. All tribal employees, board members, committee members, or other individuals traveling on behalf of the Omaha Tribe of Nebraska are bound by the provisions of this policy.
- C. The guidelines provided in this policy applies to Tribal Council when traveling using federal funds.

SECTION II.

GENERAL

- 1. This procedure applies to all individuals engaged in travel for the benefit of the Omaha Tribe of Nebraska. The traveler has the responsibility to keep accurate and complete cost records and to submit requests for a travel advance or reimbursement in accordance to the policies and procedures.
- 2. Each Supervisor is responsible for determining and authorizing Travel Request Forms and Official Travel Vouchers on behalf of their employees. Travel advances and reimbursements will be governed by these rules.
- 3. The Omaha Tribe of Nebraska seeks the most cost effective travel for tribal business. Costs paid shall be at the lowest constructive cost determined by comparing the various alternatives (e.g. Air vs. Personal Vehicle).
- 4. These policies hereby incorporate by reference 41 CFR Chapter 300 GSA standards.
- 5. Individuals who serve on Committees and Boards representing the Omaha Tribe of Nebraska are authorized to have their expenses paid for approved travel.
- 6. Trip Reports are required to be submitted within (5) working days of the completion of travel. If reimbursement for expenses owed to the Omaha Tribe of Nebraska is not paid at the time that the Trip Report is filed, any money owed to the tribe by the traveler will be garnished. The tribe reserves the right to pursue judgement for money owed by individuals.
- 7. Travelers are not permitted to receive travel expenses from more than one source.

SECTION III.

PREPERATION FOR TRAVEL PROCEDURES

- A. TRAVEL REQUEST FORM (To be submitted for travel over 12 hours)
 - a. The Travel Request Form will be submitted to the Supervisor as soon as possible, but no later than 14 working days prior to travel.
 - b. Once the Travel Request Form is approved by the Supervisor, the Traveler then submits the Travel Request Form to the Travel Coordinator, no later than 14 working days prior to travel.
 - c. Once the Travel Request Form is submitted to the Travel Coordinator, it is the Travel Coordinator's responsibility to begin pricing transportation and hotel accommodations and to prepare the Travel Voucher.
- B. TRAVEL VOUCHER
 - a. The Travel Coordinator will prepare and submit the Travel Voucher to the Traveler for the Supervisor's final approval.
 - b. Once the Supervisor has approved the Travel Voucher, the Traveler will submit it to the Travel Coordinator who will submit it to Finance for processing.
- C. BOOKING TRAVEL
 - a. The Travel Coordinator will book all airline flights, rental car, and hotel accommodations for travel.
- D. TRAVEL ADVANCE
 - a. The Travel Coordinator will process the Travel Advance through Finance and have it prepared no later than 3 working days prior to travel departure.

SECTION IV.

TRAVEL EXPENSE ALLOWANCES

- A. TRANSPORTATION
 - a. Transportation must be selected on the premise that is cost effective to the tribe. If the form of transportation chosen is not the most cost effective to the tribe, the traveler must pay the increased cost.
- Prioritization is as follows:
- a. Tribal Vehicle:
 - A tribally owned or GSA vehicle should be the first consideration when planning travel. If the department or program does not have a tribally owned or GSA vehicle, a personally owned vehicle may be used.
 - b. Personally Owned Vehicle:
 - When a personally owned vehicle is utilized for tribal business travel, mileage will be paid by the current GSA rate.
 - When a traveler chooses a personally owned vehicle over airfare, the following applies:

- A cost analysis will be done based on two week advance airfare and per diem vs. mileage and per diem. The more cost effective method of travel will be applied.
 - The employee will be paid waged according to the more cost effective method of travel.
 - When more than one individual is to attend the same function, transportation should be shared with mileage paid to the owner/driver of the vehicle only.
 - In cases where business travel is combined with a vacation or trip and the mode of transportation chosen is a personally owned vehicle, per diem and lodging is limited to only the days of official business travel. The rest of the trip will be annual leave and at the travelers expense.
- c. Airline:
- When traveling via an airline, only coach class will be allowable.
 - The safekeeping of airline tickets is the responsibility of the traveler. If the tickets are lost or stolen, it is the responsibility of the traveler to replace them. The tribe will not pay for replacement tickets.
 - Any and all promotional items such as frequent flyer miles are the property of the Omaha Tribe of Nebraska and must be signed over to the tribe.
- d. Parking and Ground Travel Cost:
- Expenses for parking and ground transportation cost between the traveler's residence and the terminal will be reimbursed.
 - When personal vacation time is combined with business travel, parking will be reimbursed for official tribal business days only. Additional parking days are to be paid at the traveler's expense and are not reimbursable.
 - Ground transportation should be the most cost effective to the tribe. Use courtesy shuttles and airport shuttles whenever available.
 - Parking should be the most cost effective to the tribe. Use the lowest cost long term parking lot at the airport.
- e. Rental Vehicles:
- Rental Vehicles may be authorized for individuals only with justification for their use. Justification is necessary with the Travel Request Form. Examples of justification are:
 - Official business requires frequent travel at destination and a rental car is more cost effective than a taxi.
 - Taxi cabs are not available at destination.
 - Rental car is cost effective to the tribe.
 - Personal accident insurance is a personal expense and is not allowable or reimbursable.

B. PER DIEM

- a. When an out of town business travel exceeds beyond 12 hours, lodging and per diem is authorized. All lodging accommodations will be arranged by the Travel Coordinator. Meal allowance will be paid according to the current published federal Meal and Incidental Expense (M&IE) rates for each destination according to www.gsa.gov
- b. In cases where the meals are provided, a reduction in the meal allowance will be made. The primary responsibility for adjustments of this nature lies with the Traveler and the Travel Coordinator.
- c. The Per Diem check will be made out to the Traveler.

C. LODGING

- a. When out of town business travel exceeds beyond 12 hours and is over 120 miles one-way, lodging accommodations will be made by the Travel Coordinator. The lodging accommodations will be made with the following considerations:
 - The location of the host hotel/meeting/conference is the first choice.
 - A cost effective hotel is the second choice.
- b. If federal lodging rates are insufficient to meet expenses, the Federal Travel Regulation permits actual expense reimbursement, pursuant to FTR 301-11.300 through 301-11.306.
- c. Reimbursement of overnight travel will be made for the actual cost of lodging not to exceed the single occupancy rate established by the hotel.
- d. No reimbursement will be made for lodging of friends or family regardless of receipt.

D. REGISTRATION FEES

- a. Registration fees will be paid directly to the vendor prior to the scheduled meeting/conference or will be paid to the vendor at the function. Payment authorizations must be turned into the Travel Coordinator at least 14 days in advance. A receipt will be required for all payments made directly to the vendor at the meeting/conference.

E. REIMBURSEMENT

- a. If expenses exceed the amount of the travel advance, the Traveler is entitled to reimbursement. All required receipts must be kept and turned in and listed on the Trip Report. A detailed lodging receipt is required for all travel.
- b. If there is an increase in the number of days than was originally approved, the change must be justified in writing on the Trip Report and approved by the Employee Supervisor and the Trip Coordinator.
- c. Travelers returning early shall reimburse the unused allowance (determined by the Travel Coordinator) upon return within 5 working days.
- d. No reimbursement will be given for personal or entertainment expenses while on travel.
- e. Any amount owed to the tribe as a result of business travel will be deducted from the Travelers paycheck.

- f. If a Travel Advance is issued and the business trip is not taken, then the full amount of the Travel Advance will be refunded immediately or it will be deducted in full from the Travelers next paycheck.

F. LOCAL MILEAGE FOR TRIBAL BUSINESS

- a. Employees are entitled to reimbursement for use of a personally owned vehicle while on tribal business.
- b. Reimbursement shall be at the federal rate at the time of travel.
- c. The Traveler must submit a Mileage Claim Form and present a statement of purpose for the travel.
- d. Insurance, maintenance, and repair cost of the personally owned vehicle shall be at the cost to the employee.
- e. All Travelers using a personally owned vehicle for tribal business must give a copy of their valid driver's license and proof of insurance to the Travel Coordinator for our records.

G. EXCEPTIONS FOR EMERGENCIES

Exceptions to timelines will be made on a limited basis for emergencies only. Special consideration for medical emergencies or court ordered travel will be made. The traveler must have documented proof of approval by the CEO of Carl T. Health Education Center for all direct reports and the CTO of the Omaha Tribe of Nebraska for all direct reports. When the direct report is to the Tribal Council, the Chairman, or authorized signatory, will approve emergency travel.

H. FEDERAL TRAVEL REGULATIONS

Any items not covered in this policy will be subject to Federal Travel Regulations. The Code of Federal Regulations is available at ecfr.gov. Title 41 Public Contracts and Property Management, Volume 4, Subtitle F, Chapter 300.

Please direct questions to:

Omaha Tribe of Nebraska

Travel Coordinator

LaShana Schueth

lschueth@omahatribe.com

(402) 837-5391 Ext: 111