

RESOLUTION OF THE SUMMIT LAKE PAIUTE COUNCIL  
SUMMIT LAKE PAIUTE TRIBE  
OF THE  
SUMMIT LAKE PAIUTE RESERVATION, NEVADA

RESOLUTION NO.: SL - 08 - 2010

TITLE: AMENDING THE SUMMIT LAKE PAIUTE TRIBE TRAVEL POLICY

WHEREAS, the Summit Lake Paiute Tribe, is a modern entity of the Northern Paiute People known, in English, as Lake Trout and Wild Onion Eaters who, for thousands of years, controlled at least 2,800 square miles of land in and around Summit Lake as a tribe with sovereign, unlimited, powers and laws (customs, traditions, usages, etc.); and,

WHEREAS, in 1964, and after much consideration, the members of the Lake Trout and Wild Onion Eaters organized pursuant to Section 16 of the Indian Reorganization Act of June 18, 1934 (48 Stat. 984) as amended, adopting, for certain sovereign purposes, the name "Summit Lake Paiute Tribe" with a tribal constitution titled "Articles of Association," the latter which was approved by the Secretary of the U.S. Department of the Interior on January 8, 1965; and,

WHEREAS, over time the members of the Summit Lake Paiute Tribe have regained a small fraction of their historic land base, including the Tribe's reserved lands (Reservation), and the Indian allotments outside the Reservation boundaries; and,

WHEREAS, the Summit Lake Paiute Tribe's Articles of Association grant to the Summit Lake Paiute Council (see Article II, Section 1) certain sovereign powers, including the power to determine its own rules of procedure (see Article II, Section 1 (j)) and to take such action as is necessary to carry into effect any of the foregoing powers and duties (see generally Article II, Section 1 (k)); and,

WHEREAS, there is a need to update the Tribe's Travel Policy as set forth in the attached draft of proposed changes in red ink and use a new Travel Authorization Form and amend the Council approved Travel Expense Statement to make both forms interaction fill-in-the-blank Excel forms.

NOW THEREFORE, BE IT RESOLVED that the Summit Lake Paiute Tribal Council hereby amends the Tribe's Travel Policy and approves the proposed changes to the Travel Policy in red ink and approves the use of the new Travel Authorization and Travel Expenses Statement Forms attached to the proposed changes.

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CERTIFICATION

I, JERRI LYNN BARLESE, Secretary/Treasurer of the Summit Lake Paiute Council, hereby certify that the above Resolution, No. SL - 08 - 2010, was brought before the Summit Lake Paiute Council at a duly held meeting on the 15th day of May, 2010, with a quorum present, and that the following votes were cast to enact the Resolution: 3 FOR, 0 AGAINST; and 0 ABSTAINING, with the Council Chairman presiding but not voting because there was no tie vote, and that this Resolution has not been rescinded, revoked or amended.

May 15, 2010  
Date

  
Jerri Lynn Barlese, Secretary/Treasurer  
Summit Lake Paiute Council

PROPOSED CHANGES TO TRAVEL POLICY

GENERAL POLICY

It is the policy of the Summit Lake Paiute Tribe to reimburse all employees, members and officials of the Tribe on Tribal business for fair and reasonable expenses incurred in the conduct of official business in accordance with the provisions set forth in this policy.

AUTHORIZATION

Travel, ~~extensive in nature~~, shall only be authorized by the ~~Tribal Summit Lake Paiute Council (Council) Secretary/Treasurer or the Acting Council Secretary/Treasurer Tribal Council Vice-Chairperson~~ with when the Council approved form(s) are completed appropriate forms issued in advance for all Tribal officials and employees. Extensive travel is defined as travel of duration which exceeds three (3) days and three (3) nights. Authorization shall be granted by the Chairperson in the absence of the Secretary/Treasurer or the Vice-Chairperson. Such authorization shall include dates of travel, places of travel, per diem rates, accounts to be charged, mode of travel, mileage rate and related information. Each travel authorization shall be checked by the ~~Tribal Council Secretary/Treasurer~~ to assure confirmation with the approved budget.

Comment [rej1]: My purpose in using Acting Council Secretary/Treasurer is to stop using the Council Signature Stamps for approving Travel since we have two additional Council members now living and working near the Primary Administrative Office.

POLICY HISTORY

On November 3, 2007, the Summit Lake Paiute Council changed the title of "Tribal Secretary" in tribal policies to "Tribal Council Secretary/Treasurer." See Resolution SL-24-2007.

On \_\_\_\_\_, 2010, the Summit Lake Paiute Council made extensive changes to the above provision. See Resolution SL-\_-2010.

Comment [rej2]: These Policy History statements need to be left where they are. Putting them at the end of the document does not allow the reader to see the history of changes made to that provision.

CASH-TRAVEL ADVANCES

Travel advances may be made in amounts not exceeding the estimated ~~amount of per diem earned by the traveler~~ total travel authorization using the Council approved form(s) with all required supporting documents. In instances where the trip is ~~of less duration personal automobile mileage or per diem than originally estimated or lodging or parking or bridge tolls, etc., are cheaper,~~ than originally estimated, the excess amount advanced shall be refunded to the Tribe by the traveler.

POLICY HISTORY

On \_\_\_\_\_, 2010, the Summit Lake Paiute Council changed the title of this provision from "Cash Advances" to "Travel Advances" to be consistent with the text of the provision, and made other changes. See Resolution SL-\_-2010.

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PER DIEM

The per diem rate paid to travelers shall be equal to, and consistent with that announced by the Internal Revenue Service, U.S. Department of the Treasury, on its web site at www.irs.gov (or at the General Services Administration (GSA) web site). As set forth at the IRS and GSA web sites, ~~P~~per diem will be computed on the basis of quarter days

~~where applicable~~. Lesser amounts of per diem may be authorized by the ~~Tribal~~ Council in instances when the ~~federal rate maximum~~ is not actually required. The per diem rate is only applicable when overnight stay ~~isn~~ necessary.

#### POLICY HISTORY

On November 3, 2007, this provision was amended by the Summit Lake Paiute Council so that when tribal employees and officials submit requests for travel, the approving tribal official can see what the Per Diem rate for the destination is. See Resolution SL-22-2007.

On \_\_\_\_\_, 2010, the Summit Lake Paiute Council amended this provision to make sure that the per diem was calculated and computed only in accordance with the federal regulations governing the Tribe's contracts and grants. See Resolution SL- \_\_\_\_\_-2010.

#### MILEAGE

The mileage rate for use of a personally owned automobile on authorized travel shall be equal to the rate announced by the U.S. General Services Administration at its web site [www.gsa.gov](http://www.gsa.gov). Odometer readings shall be used except in the instances of mechanical failure and then mileage will be determined by using MapQuest or Google Maps or other similar service and attaching the print out of the mileage between the two points being travel from and to and return. Mileage shall be payable to only one (1) of two (2) or more officials or employees traveling together on the same trip in the same vehicle. The same vehicle shall be used when possible. In all cases, the Summit Lake Paiute Tribe cannot assume responsibility or liability for accidents which occur in the operation of privately owned vehicles in the conduct of official business. Individual drivers are expected to maintain adequate insurance coverage at their own expense to protect themselves from financial hardship resulting from an accident.

Comment [rej3]: I understand the concern about only using MapQuest, however, note that MapQuest is only authorized when an Odometer quits working. What is the alternative? You cannot deny mileage if someone's Odometer quits working.

Comment [rej4]: The rest of this sentence (in the original Travel Policy) was somehow omitted. It is re-inserted here.

#### POLICY HISTORY

On November 3, 2007, this provision was amended by the Summit Lake Paiute Council so that when tribal employees and officials submit requests for travel, the approving tribal official can see what the approved federal Mileage rate is. See Resolution SL-22-2007.

On \_\_\_\_\_, 2010, the Summit Lake Paiute Council changed this provision to complete the last sentence of the provision which had BEEN LOST WHEN THE Travel Policy was re-written following adoption of Resolution SL-22-2007. See Resolution SL- \_\_\_\_\_-2010.

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#### COMMERCIAL, AIR, RAIL OR BUS TRANSPORTATION

Travel by this means, when authorized, shall be at less than first class rates except in the event there is no other class of travel available on the required day of travel.

#### TAXI AND LIMOUSINES

Airport and hotel/motel limousines shuttles, when available, should be used unless schedules require faster modes of travel. Rental cars ordinarily should not be used unless it is more economical in actual cost and in time than other means of travel. ~~Taxi fares to~~

~~restaurants within reasonable walking distance from the hotel or motel where the Tribal official(s) or employee(s) is(are) staying is not reimbursable.~~ Taxi and similarly priced limousine fares not directly related to Tribal business will also not be reimbursed.

Comment [rej5]: I think this sentence should be deleted since the amended next sentence says only business taxi and similarly priced limousine service will be reimbursed. Maybe we should drop the word "Limousine".

#### POLICY HISTORY

~~On \_\_\_\_\_, 2010, the Summit Lake Paiute Council changed this provision to clarify that only business related taxi and limousine expenses would be reimbursed, and that the charge for a limousine must be similarly priced to that of a taxi. See Resolution SL-\_\_\_\_-2010.~~

### RENTAL CARS

A rental car should be used only if it is the most economical or the only feasible means of transportation available. Unless there are extenuating circumstances, employees should request economy or compact cars. Other models are authorized if several persons are in the party or an economy car does not meet some other business need. If a compact or economy car is reserved and confirmed by the agency in advance, the employee should be entitled to the lower rate even if only more expensive cars are available at the rental agency. In such cases, the employee must request the lower rate. If the lower rate is not given, the employee should request a written statement from the rental agency stating the reason(s) for not granting the lower rate.

#### POLICY HISTORY

~~On \_\_\_\_\_, 2010, the Summit Lake Paiute Council changed this provision by correcting a typo by adding an "a" to "rate". See Resolution SL-\_\_\_\_-2010.~~

### CERTIFIED TRAVEL REPORT & STATEMENT OF TRAVEL EXPENSE STATEMENT

Upon completion of any travel ~~performed which was properly authorized~~, the traveler shall file a travel report with the Tribal Council Secretary/Treasurer. ~~a certified statement of travel performed on a form to be provided by the Tribal Council Secretary/Treasurer.~~ This statement travel report shall be attached to the payment voucher to the travel expense statement to support the payment of travel expense. This statement shall be required even though a cash advance may not have been issued ~~made and~~. Failure to file such a statement shall be sufficient cause for appropriate action against the traveler as determined by the Tribal Council. ~~The~~ is travel report and travel expense statement shall be filed within five (5) working business days of travel completion.

#### POLICY HISTORY

On November 3, 2007, the Summit Lake Paiute Council changed the title of "Tribal Secretary" in tribal policies to "Tribal Council Secretary/Treasurer." See Resolution SL-24-2007.

~~On \_\_\_\_\_, 2010, the Summit Lake Paiute Council changed this provision by clarifying the requirement of completing a travel report and attaching same to the travel expense statement to preserve any future answers to questions about the travel and its expenses. See Resolution SL-\_\_\_\_-2010.~~

## DEFINITION OF TRAVEL STATUS

~~RESERVED. In computing per diem to be paid while in travel status, the calendar day (midnight to midnight) shall be the unit, and for fractional parts of a day at the commencement or ending of such travel, constituting a travel period, one fourth of the rate for the calendar day will be allowed for each period of six (6) hours or fraction thereof. Officers and employees will not be considered to be in travel status for per diem purposes when traveling in local areas to be determined by the Tribal Council.~~

### POLICY HISTORY

On \_\_\_\_\_, 2010, the Summit Lake Paiute Council reserved (deleted) this provision which stated: "In computing per diem to be paid while in travel status, the calendar day (midnight to midnight) shall be the unit, and for fractional parts of a day at the commencement or ending of such travel, constituting a travel period, one fourth of the rate for the calendar day will be allowed for each period of six (6) hours or fraction thereof. Officers and employees will not be considered to be in travel status for per diem purposes when traveling in local areas to be determined by the Tribal Council." See Resolution SL-\_\_\_\_-2010.

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## LOST LODGING RECEIPTS; PROCEDURE; APPROVED FORM

If an employee or official loses a lodging receipt they shall complete and sign the Council approved Statement of Lost Lodging Receipt appended to this Travel Policy.

### POLICY HISTORY

On May 17, 2008, the Summit Lake Paiute Council amended the Travel Policy to add the above provision, and approved the appended Lost Lodging Receipts Form based on federal policy requirements. See Resolution SL-23-2008.

STATEMENT OF LOST LODGING RECEIPT

I, \_\_\_\_\_, certify that I paid \$ \_\_\_\_ per night for Lodging, and outside of Nevada\* \$ \_\_\_\_ for lodging taxes, between the dates of \_\_\_\_ and \_\_\_\_\_. I am not claiming any special fees such as pets, movies, room service, bar, laundry or sundry charges.

I stayed at: \_\_\_\_\_ (circle which) motel / hotel)

Address: \_\_\_\_\_

In city of: \_\_\_\_\_ State of: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Travel was to attend: \_\_\_\_\_

An itemized receipt was either lost or impractical to obtain therefore it could not be submitted for reimbursement. If a copy of the receipt is found, I will not make another claim for its cost reimbursement.

Sincerely,

\_\_\_\_\_  
Travelers Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by (signature and title)

\_\_\_\_\_  
Date

\* The Summit Lake Paiute Tribe is exempt from Nevada State Taxes. All employees when making lodging reservations within the State of Nevada shall provide the motel or hotel with a copy of the Tribe's letter from the Nevada Department of Taxation declaring the Tribe tax exempt.





# Summit Lake Paiute Tribe Travel Authorization

Name of Traveler: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Traveler: \_\_\_\_\_ Program: \_\_\_\_\_

### Travel Destination

From: \_\_\_\_\_ To: \_\_\_\_\_

#### Period of Travel

Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

Purpose: \_\_\_\_\_

### Mode of Travel

Air: \_\_\_\_\_ Tribal: \_\_\_\_\_ GSA: \_\_\_\_\_  
Rental: \_\_\_\_\_ Private: \_\_\_\_\_ At mileage rate: \_\_\_\_\_

### Estimated Costs

Amounts	Description
Logging: _____	_____
Meals & IE: _____	_____
Mileage: _____	_____
Taxi: _____	_____
Parking: _____	_____
Bridge Tolls: _____	_____
Estimate Total: _____	_____

Travel Advance requested: YES \_\_\_\_\_ NO \_\_\_\_\_

YES - submit Travel Authorization for to Finance

Date Travel Advance needed

### Certification

You are Authorized to travel as indicated above and to incur necessary expenses in accordance with Tribal Rules and Regulations.

\*I hereby certify that travel is advantageous to the Tribe and upon completion of authorized travel status to submit a Travel Expense Statement along with required documentation within five (5) business days of travel completion.

Signature of Traveler \_\_\_\_\_ Date \_\_\_\_\_

Department Director \_\_\_\_\_ Date \_\_\_\_\_

Secretary/Treasure or Vice-Chair \_\_\_\_\_ Date \_\_\_\_\_

