

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

RESOLUTION NO.: SL - 22 - 2007

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 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 seek funding from federal agencies like the U.S. Environmental Protection Agency (EPA) to improve the welfare and education of tribal members (see Article II, Section 1 (b), (k)); and,

WHEREAS, the Summit Lake Paiute Tribe received EPA General Assistance Program ("GAP") funding for the four (4) year Fiscal Year ("FY") periods from FY 2005 through FY 2009 and other EPA funding for other purposes; and,

WHEREAS, one of the requirements for spending EPA's GAP funding is that the Tribe's policies, including Travel Policy, must meet the requirements of Title 40, Code of Federal Regulations ("40 C.F.R."). See, GAP Work Plan Amendment #1 (September 27, 2007), Work Plan Component 1 (Financial/Administrative Capacity Building), Commitment 1.1 (requiring the Tribe to submit to EPA a completed Administrative Checklist and update as needed) and Commitment 1.2 (requiring Environmental

Coordinator to submit report to EPA identifying deficiencies in tribal policies relative to the requirements of 40 C.F.R.; and,

WHEREAS, the Summit Lake Paiute Tribe's Environmental Coordinator has presented to this Council amendments to the Summit Lake Paiute Tribe Travel Policy to allow tribal employees and officials easily find per diem and personal automobile mileage rates via the Internet so they can be attached to travel requests; and,

WHEREAS, if the changes noted to the Summit Lake Paiute Tribe Travel Policy, which is identified in the Environmental Coordinator's Memorandum, dated October 10, 2007 and appended to this Resolution, is adopted by the Council, the Environmental Coordinator is directed to finalize the noted approved changes, using Word's Track Features, and insert this Resolution number in each section of Policy History (immediately following each added or amended policy section).

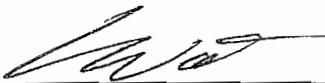
NOW THEREFORE, BE IT RESOLVED that the Summit Lake Paiute Tribal Council has reviewed and been briefed on the proposed changes to the Summit Lake Paiute Tribe Travel Policy, at a duly held meeting on November 3, 2007 and,

BE IT FURTHER RESOLVED that the Summit Lake Paiute Council approves, and hereby amends the Summit Lake Paiute Tribe Travel Policy.

#### CERTIFICATION

I, LORRAINE WATSON, Secretary/Treasurer of the Summit Lake Paiute Council, hereby certify that the above Resolution, No. SL - 22 - 2007, was brought before the Summit Lake Paiute Council at a duly held meeting on the 3rd day of November, 2007, with 5 members present, constituting a quorum, with the following votes to enact the Resolution: 4 FOR, 0 AGAINST; and 0 ABSTAINING, with the Tribal Chairman presiding and 4 voting, and that this Resolution has not been rescinded, revoked or amended.

03 Nov 2007  
Date

  
Lorraine Watson, Secretary/Treasurer  
Summit Lake Tribal Council

## 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 be authorized by the Tribal Council Secretary/Treasurer or the Tribal Council Vice-Chairperson with the 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.

### 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.

## CASH ADVANCES

Travel advances may be made in amounts not exceeding the estimated amount of per diem earned by the traveler. In instances where the trip is of less duration than originally estimated, the excess amount advanced shall be refunded to the Tribe by the traveler.

## PER DIEM

The per diem rate paid to travelers shall be equal to that announced by the Internal Revenue Service, U.S. Department of the Treasury, on its web site at [www.irs.gov](http://www.irs.gov). 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 maximum is not actually required. The per diem rate is only applicable when overnight stay is 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. The GSA web site ([www.gsa.gov](http://www.gsa.gov)) gives this information too.

## 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

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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 limousines, 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 fares not directly related to Tribal business will also not be reimbursed.

#### 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.

#### CERTIFIED STATEMENT OF TRAVEL EXPENSE

Upon completion of any travel performed which was properly authorized, the traveler shall file 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 shall be attached to the payment voucher to support the payment of travel expense. This statement shall be required even though a cash advance may have been

made and failure to file such a statement shall be sufficient cause for appropriate action against the traveler as determined by the Tribal Council. This statement shall be filed within five (5) working days of travel completion.

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#### DEFINITION OF TRAVEL STATUS

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.