



## Travel Policy

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## About

### Purpose

The purpose of the Travel Policy is to establish a standard process for travel. Anyone using Tribal Leadership Council (TLC) funds will be referred to as the "Traveler" and shall comply with this policy.

### Authority

The Board of Directors possesses the ultimate authority to approve, modify, revoke, or suspend these policies.

The President is responsible for overseeing and implementing these policies.

### Applicability

This policy is applicable to the following positions:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Board Member
6. Committee Members
7. Officers
8. Staff

- 9. Consultants
- 10. Volunteers

## Policy

This policy is necessary to ensure travel and business reimbursements made to the Traveler shall not be considered taxable income.

The guiding principles of this policy are:

1. The Traveler shall be reimbursed for legitimate, reasonable, and approved travel expenses when directly connected with or pertaining to TLC business, based on the established allowances in this policy.
2. The Traveler is expected to be conscientious in their use of TLC funds and to travel by economical and efficient means.
3. Any expenses that are not authorized or approved shall not be reimbursed to the Traveler. In the event that the Traveler used a TLC debit/credit card, the Traveler shall reimburse TLC any unapproved or unallowable expenses within fourteen (14) business days.

## Responsibility

1. Traveler  
Travel arrangements are the responsibility of the Traveler.

2. Travel Approval

When authorizing and approving payment of travel expenses, the approving authority:

- a. Must limit the authorization and payment of travel expenses to travel that is necessary to accomplish the objectives of the TLC in the most effective manner;
- b. Shall give consideration to budget constraints, adherence to travel policies, and reasonableness of expenses; and
- c. Shall consider alternatives, including teleconferencing prior to authorizing travel.

3. Approving Authority

- a. Requests for travel shall be approved at the following levels:

<b>Organizational Level</b>	<b>Approved By</b>
President	Vice President, Treasurer, or Secretary
Vice President	President
Treasurer	President or Vice President
Secretary	President or Vice President
Board Member	President or Vice President

Committees	President with approval from Committee Chair
Staff	President
Consultants	President
Volunteers	President

## Transportation

The most economical means of transportation including the time spent on travel shall be used.

### Commercial Airlines

Travelers shall book flights at the economy refundable rate for flights less than four (4) hours. For flights over four (4) hours, travelers may get permission from the Approving Authority for upgraded seating classes.

Early check-in fees are allowable at the discretion of the Approving Authority.

Checked baggage fees are allowable and reimbursable.

### Company Owned Vehicles

TLC does not currently own company vehicles.

### Private Vehicles

Private vehicles may be used if approved by the Approving Authority. Mileage shall be billed at the current GSA mileage rate and submitted with the Travel Request. Insurance claims that arise when a personal vehicle is used shall initially be filed against the Traveler's carrier due to the mileage reimbursement.

### Taxis & Ride Sharing

The use of taxi or ride-sharing (Uber, Lyft, etc) and other shuttle services are allowable expenses for official business.

### Rental Cars

Rental cars may be used if approved by the Approving Authority. Car rental for official business and the purchase of Collision Damage Waiver will be paid by TLC or reimbursed to the Traveler. Collision Damage Waiver shall be REQUIRED for rental car authorization.

## Lodging

The Traveler shall be conscientious of their use of TLC funds for lodging.

If a travel companion who is not on official TLC business accompanies the Traveler, the cost of the accommodations for a single occupancy shall only be allowed.

At no time shall TLC require anyone traveling to share rooms with another individual working on behalf of the TLC.

### Hotels

Hotel rooms shall be authorized by the Approving Authority for single occupancy. Standard rooms shall be booked unless they are not available and are approved by the Approving Authority. Only under special circumstances can the Traveler request upgraded hotel accommodations from the Approving Authority.

### Airbnb

Airbnb's may be used as a cost-efficient means when there are multiple Travelers traveling on TLC business. Airbnb's shall be approved by the Approving Authority.