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**MEMORANDUM**

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**To:** All Tribal Officials & Employees

**From:** Governor Janice Prairie Chief-Boswell *JPC-B*

**Date:** Monday, April 26, 2010

**Re:** Notice of Policy Implementation - Mileage and Travel Expenses

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After a thorough review of the Tribes' current financial practices and an examination of IRS rules and regulations, I have deemed it necessary to clarify and update the policy governing mileage and travel expenses for tribal officials and employees within the Executive Branch.

**A. Mileage Compensation**

The Tribes will not issue payments to any tribal official or employee for mileage incurred as a result of travel from their personal home to their "tax home," and vice versa. The "tax home" for tribal officials and employees is the office or location where individuals report for work. However, non-employee commissioners and board members who receive stipend payments are eligible to receive such mileage payments for no more than one official meeting per month.\*

Officials and employees must provide justification for mileage expense requests. Hereafter, tribal officials and employees are required to submit detailed reports to support mileage reimbursement claims. Mileage will be approved upon submission of documentation sufficient to establish that one's mileage is legitimately incurred in furtherance of tribal business.

**B. Travel Expenses**

Travel expenses must be approved by Finance prior to travel being taken. If travel expenses do not have prior approval, such expenses may not be reimbursed. In order to be approved for travel expenses, the officials and employees shall observe the following:

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\* Under IRS rules, these mileage payments will not be mileage reimbursements but will, instead, be taxable income that will be reported on the individual's Form 1099.

- The Department of Treasury must receive a travel expense request at least two weeks prior to the date of travel, provided that in the case of an emergency the Finance Office may authorize an exception to this requirement.
- The Department of Treasury and the Department, Commission, Board, Division, or Agency requesting the travel expense must certify in advance that funds are available within the budget of the requesting Department, Commission, Board, Division, or Agency.
- All requests for travel expenses must be submitted on the approved Office of Finance travel request form along with all receipts, pertinent trip information and written justification, as requested by the Office of Finance.
- Travel claims must be submitted to the Office of Finance within 5 business days of one's return from travel.
- All existing travel policies must be complied with. Information on the Department of Treasury's travel policies may be obtained from the Office of Finance or by calling Ext. 27501.