

**SEMINOLE NATION OF OKLAHOMA  
TO 2013-11**

**A TRIBAL ORDINANCE OF THE SEMINOLE NATION OF OKLAHOMA AMENDING  
TITLE 11 CHAPTER 6 OF THE SEMINOLE NATION CODE OF LAWS**

**BE IT THEREFORE ENACTED BY THE SEMINOLE NATION COUNCIL ASSEMBLED:**

Section 100. Findings.

- (1) Title 11 Chapter 6 of the Code of Laws governs the Travel Policies of the Seminole Nation; and
- (2) The Seminole Nation Code Taskforce recommends amendments to Title 11 Chapter 6 because there are various sections that present a challenge to the efficient operation of the Procurement department. Further, the amendments incorporate necessary updates required by Federal Travel Regulations.
- (3) The attached Code revisions are submitted for the General Council's consideration for enactment to make Title 11 Chapter 6 to update the travel policies and for the efficient operation of the Nation.

Section 200. Purpose:

To amend Title 11 Chapter 6 of the Seminole Nation Code of Laws.

Section 300. Authorization:

Title 11 Chapter 6 shall be amended as reflected in the attached document with bold, underlined language as new language to be added, and strikethrough words for existing language to be removed.

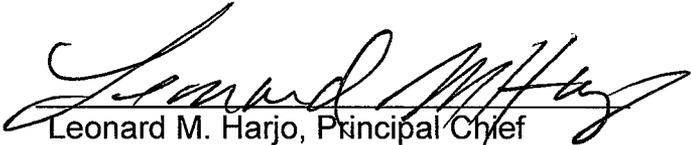
Section 400. Effective Date:

The amendments to Title 11 Chapter 6 shall become effective upon approval by the Seminole Nation General Council and certification.

**CERTIFICATION**

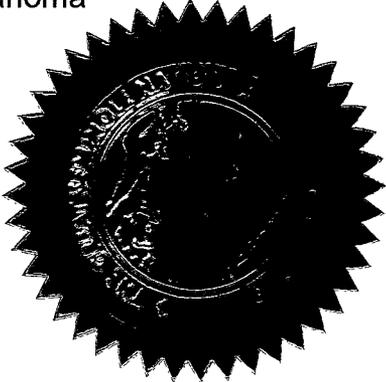
**PASSED AND APPROVED** by the General Council of the Seminole Nation of Oklahoma this 26<sup>th</sup> day of October 2013, at Mekusukey Mission, South of Seminole,

Oklahoma, by a vote of 22 Yes, 4 No, and 0 Abstaining, a quorum of Fifteen (15) Council members being present.

  
Leonard M. Harjo, Principal Chief  
Seminole Nation of Oklahoma

ATTEST:

  
Alvina Wallace, General Council Secretary  
General Council, Seminole Nation of Oklahoma



## **CHAPTER SIX TRAVEL POLICY**

### Section 601. Purpose.

The purpose of this Chapter is to establish general travel policies for the Seminole Nation of Oklahoma. These general policies provide overall direction for the development of detailed financial management and reporting requirements for travel on official business of the Seminole Nation.

### Section 602. Applicability.

This Chapter applies to every entity of the Seminole Nation except for business enterprises established under Title 8 of the Seminole Nation Code of Laws.

### Section 603. References to Other Law.

The policies are based on the following as they apply:

- (a) Seminole Nation of Oklahoma Code of Laws Title 14, Section 204(b)(2).
- (b) 5 U.S.C §§ 5701-5711, Travel and Subsistence Expenses; Mileage Allowances
- (c) 41 CFR 300-304, Federal Travel Regulation (FTR)

### Section 604. Definitions.

(a) "Finance Committee" means the committee established pursuant to Title 14, Chapter Two, Seminole Nation Code of Laws

(b) "Per Diem Allowance" means a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses.

(c) "Travel Expenses" means costs for transportation, lodging, subsistence, and related items incurred by individuals who are in travel status on official business of the Seminole Nation.

### Section 605. Travel Regulations

To implement the policies set forth in this Chapter, the Finance Committee (as authorized by Title 14, Section 204(b)(2) of the Seminole Nation Code of Laws) shall establish Seminole Nation travel policies and regulations consistent with the policies in this Chapter and with any applicable requirements of federal law and regulations.

The Executive Department of the Seminole Nation shall be responsible for the design and maintenance of travel related forms, whether paper or electronic.

Section 606. Travel Policy Overview.

Except where provided otherwise in this Chapter, or in the policies and regulations prescribed pursuant to Section 605 of this Chapter, it is the policy of the Seminole Nation to comply with the requirements of the Federal Travel Regulation (FTR) and reimburse travel expenses based on the allowances stated therein.

Section 607. Permission to Travel.

Any travel for official Tribal business must have prior approval by appropriate supervisory personnel.

Section 608. Travel Contact Person.

The Seminole Nation Procurement Office will serve as the primary contact for all travel arrangements, including airfare, lodging, and conference/meeting registration.

Section 609. Travel Advances.

(a) Upon the request of any traveler, an advance may be made for individual travel expenses related to authorized travel.

(b) Travel advance requests shall be approved by appropriate supervisory personnel.

(c) Travel advances shall be limited to per diem and mileage allowances, plus other anticipated travel expenses that are necessary and reimbursable.

(d) Except as provided in paragraph (e) below, travel advance requests shall be submitted in a timely manner that allows sufficient time for processing the request before the scheduled travel start date.

(e) Advances for unanticipated travel are permitted under the following conditions:

(1) Funds are available to pay for the travel advance;

(2) The trip is necessary and justified; and

(3) The Principal Chief, Assistant Chief, or their Designee specifically approves the travel advance request and directs immediate processing of the request.

Section 610. Recoupment of Travel Advances.

(a) Travel advances are prepayments of estimated travel expenses, and any traveler receiving a travel advance shall account for the advance upon completion of the travel.

(b) The traveler shall submit a travel expense report justifying the expenditure of the advance within five (5) business days from the date of the traveler's return.

(c) A sum advanced and not used for allowable travel expenses shall be repaid to the Nation. The balance due the Nation may be recovered by deduction from any amount due the traveler, including payroll, and by any other method provided by law.

(d) Any traveler who has received an advance and fails to submit an expense report will result in the total cost of the trip (mileage, per diem, lodging, airfare, registration fee, etc.) being deducted from his/her payroll or from any other amounts due to the traveler.

(e) If an individual receives a travel advance, but the related travel is not performed, the full amount of the advance must be repaid promptly.

Section 611. Allowances and Reimbursements Authorized.

(a) Per Diem

- (1) An individual traveling on official Tribal business and in travel status for more than twelve (12) hours will be paid a per diem allowance.
- (2) Per Diem allowances shall not exceed the maximum rates and amounts established pursuant to 5 U.S.C §§ 5701-5711.
- (3) Except as provided otherwise in this Chapter, per diem allowances shall be calculated using Federal Travel Regulation (FTR) methods.

(b) Meals and Incidental Subsistence Expenses

- (1) Meals and incidental subsistence expenses will not be reimbursed when no overnight lodging is required, but the traveler will be allowed to claim travel mileage.
- (2) Meals and incidental subsistence expenses are reimbursed when lodging is required. Allowances paid will be calculated using the FTR.
- (3) No receipts are required for meals and incidental expense allowances claimed.

(c) Travel by Privately Owned Vehicle

- (1) Reimbursement for travel by privately owned vehicle will be permitted when authorized and will be reimbursed at the current rate per the FTR.
- (2) Estimated mileage will be based on map mileage. Mileage will be paid on the shortest distance to and from the starting point.
- (3) Any traveler requesting reimbursement for travel by privately owned vehicle shall have a valid driver's license and must submit a copy of the license upon request.

(d) Lodging

- (1) Lodging will be reimbursed not to exceed the maximum lodging amounts allowed by the FTR unless lodging is at a designated location for the conference or meeting.
- (2) Travelers are authorized to obtain single rooms. Where two or more travelers, by their choice, stay in one room, only one will be reimbursed lodging expense.
- (3) Travelers will be reimbursed for public lodging such as motels or hotels. Reimbursement for lodging in personal residences is unallowable.

(e) Airfare

- (1) Except as provided in paragraph (2) below, travel by air will be reimbursed at coach or economy rates only.
- (2) Airfare costs in excess of coach or economy rates are allowable and reimbursable when coach or economy class travel would require circuitous routing, require travel during unreasonable hours, excessively prolong travel, result in additional costs that would offset the transportation savings, or offer accommodations not reasonably adequate for the traveler's medical needs.
- (3) The traveler shall document the conditions that justify the use of other than coach or economy class airfare on a trip-by-trip basis. However when use of other than coach is necessary to accommodate a medical disability or other special need, the disability may be certified annually in a written statement by a competent medical authority. If the disability is a lifelong condition, then a one-time certification statement is required.

(f) Rental Car

- (1) Reimbursement for rental car costs requires prior approval. Justification for use of a rental car must be provided with the travel request.
- (2) Receipts are required to substantiate rental car cost and related expenses, e.g., fuel cost.

(g) Taxi/cab fare, shuttle fare will be reimbursed with receipts.

(h) Parking, bridge, road, and tunnel fees will be reimbursed with receipts.

Section 612. Documentation.

Documentation to substantiate expenses claimed on the travel expense report shall be submitted along with the expense report. The Finance Committee shall prescribe regulations that identify the type of documentation required to substantiate each type of travel expense.

Section 613. Additional Provisions of Travel Policy.

(a) If the traveler does not travel by the method of transportation required by regulation or selected by the Nation, any additional expenses incurred will be the responsibility of the traveler.

(b) Reimbursement for tips shall not exceed rates and/or amounts established by the Finance Committee.

(c) Travel shall be by the method most advantageous to the Nation, when cost and other factors are considered. If air travel has been determined to be the most advantageous method and if the traveler chooses to drive rather than to fly, then the actual cost cannot exceed the most economical airfare ascertained by the travel contact person.