



<b>STANDING ROCK SIOUX TRIBE</b> <b>FINANCIAL MANAGEMENT</b> <u>Travel Policies</u>	DATE ISSUED: 1994	PROCEDURE NO.: I - C
	DATE REVISED: 3/30/21	
SUBJECT: <p style="text-align: center;"><b>TRAVEL POLICIES</b></p>		

### **POLICY OBJECTIVES**

To provide Standing Rock Sioux Tribe (the “Tribe”) employees, management, contractors, and Tribal Council members specific procedures with regard to work-related travel, mileage, and expense reimbursement including:

- Controlling travel expenditures by ensuring that the travel purpose is consistent with program objectives and the mission of the Tribe, and by not allowing travel expenditures to exceed budgeted amounts;
- Assisting the accounting and reimbursement process for travel expenditures more efficiently for Program Directors who have the ultimate responsibility to ensure compliance with travel policies; and,
- Providing control elements necessary to properly authorize, account for and document travel expenses in order to comply with federal regulations and Tribal policies.
- To control travel expenditures by ensuring that the travel purpose is consistent with program objectives and by now allowing travel expenditures to exceed budgeted amounts.
- To make accounting and reimbursement travel more efficient for Program Directors and Supervisor who have the ultimate responsibility to ensure their respective program’s compliance with travel policies

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### **References**

SRST Financial Management Policies & Procedures Manual Resolution 170-083– Travel

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### **Definitions**

Outstanding Travel Advance – Travel Authorization approved with 90% of total cost of travel dispersed to traveling employee that was not completed/closed out by submitting an expense report.

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**POLICY OBJECTIVES:**

- To control travel expenditures by ensuring that the travel purpose is consistent with program objectives and by preventing travel expenditures from exceeding budgeted amounts.
- To make accounting and reimbursement travel more efficient for Program Directors and Supervisor who have the ultimate responsibility to ensure compliance with travel policies
- To include control elements necessary to properly authorize, account for, and document travel expenses in order to comply with federal regulations and Tribal Policies.

**SPECIFIC POLICY STATEMENTS**

1. The Chief Finance Officer will require the necessary support and documentation for all travel in order to fully comply with federal audit regulations. Specified documentation will be listed in the travel procedures.
2. A travel authorization form for off-reservation travel must be completed and approved prior to any travel. Travel will not be approved unless adequate budget balances exist.
3. Travel advances for off-reservation travel will be requested by submitting an approved travel authorization form. Tribal Departments may submit requests to the Finance Office at any time, however, travel advances will be processed and disbursed within 3-5 business days, unless determined to be an emergency by the CFO or the delegated authority, in which case the advance shall be processed immediately. For non-emergencies, immediate payments on the same day of submission will not be available. Travel advances shall be processed and disbursed no later than three (3) days prior to the commencement of travel when the travel authorization form is properly submitted with all necessary paperwork at least five (5) days prior to the commencement of travel. Travel advances will be limited to 90% of the estimated travel reimbursement.

Tribal Council travel advances must be approved prior to incurring expenses. Tribal council travel advances expended from Council’s travel account for subsistence, lodging, airfare, registration fees, taxi, luggage fees will reflect actual cost in accordance with the SRST Title XIX (19), only mileage will be subject to the 90% estimated travel reimbursement.



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4. Travelers may only have one outstanding travel advance at one time. No additional advances will be authorized until: 1) travel certification (expense report) has been submitted and approved; and 2) any funds owed to the tribe have been paid. If determined to be an emergency, the CFO has the authority to approve one (1) additional advance.
5. A travel expense report must be completed and submitted by all Tribal employees, Tribal officials, Tribal political appointees, contract employees and Tribal Council for any travel expenses incurred. Receipts and unexpended travel advances must be submitted with the report.
6. The completed travel expense report and trip report must be submitted within five (5) working days of the last day of travel, unless a legitimate excuse is provided and an extension approved by the CFO or delegated authority. If travel certification (expense reports) are not submitted within this time, the full amount advanced will be deducted from the traveler's next pay check. Repeated failure to submit timely expense reports may result in refusal of further travel (and travel advances).
7. All employee travel reimbursement will comply with Tribal policies and GSA travel regulations.  
  
Tribal council travel will comply with tribal law, tribal policy, and GSA travel regulations. Tribal Council travel derived from federal program funds will not exceed GSA rates. Reimbursement of expenses outside these guidelines will not be allowed. GSA regulations and any updates are published in the Federal Register.
8. Mileage reimbursement for on-reservation travel must be submitted for payment no later than 45 days after the expense has been incurred. Mileage reimbursement must be submitted after miles claimed have been traveled. Mileage submitted after the 45 days will not be accepted.
9. Mileage routes must be the most advantageous and economical to the tribe.
10. All air travel will be at the most economical rate available. Trips should be planned as far in advance as possible to get the best rate. When using a travel agent, inform the agent of this policy. No first class air travel will be allowed except as authorized by specific GSA regulations governing first class travel.



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## RESPONSIBILITY FOR COMPLIANCE

It is the responsibility of Program Directors and Supervisors to abide by this policy and to oversee their program's compliance with all requirements of this policy. The Contract Officer will ensure all programs travel remains within the scope of their respective program. Chief Finance Officer (CFO) will retain ultimate authority to monitor compliance of this policy to ensure that the travel reimbursement regulations are being followed. The CFO, has delegated compliance monitoring to the Travel Coordinator to ensure that the travel reimbursement policies, procedures, SRST law, and GSA/FTR regulations are followed.