



STANDING ROCK SIOUX TRIBE
FINANCIAL MANAGEMENT
PROCEDURES

DATE ISSUED:
5/18/1983

PROCEDURE NO.:
TRAVEL

DATE REVISED:
3/30/2021

TRAVEL PROCEDURES

PURPOSE OF PROCEDURE

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

Scope

This policy/procedure applies to all employees, contract employees, and Tribal Council members (referred to herein as “employees”) who travel or incur expenses on behalf of the Tribe. Programs may elect to impose stricter controls over travel and expense reimbursement than those required by this policy. Each individual that travels and/or incurs expense on behalf of the Tribe must be responsible for reviewing and complying with the following policies and procedures.

It is the responsibility of Program Directors to ensure compliance with this policy/procedure. The Contracting Office and Administrative Officer will monitor compliance to ensure that the travel reimbursement regulations are being followed.

FORMS TO BE USED

III-A-1.1a, Travel Authorization


III-A-1.1b, Expense Report

III-A-1.1c, Trip Report

III-A-1.1d, Mileage Claim

III-A-1.1e, Flight Request Form

III-A-1.1f, Purchase order Example

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STEP 1 – PROGRAM DIRECTOR/DEPARTMENT STAFF

A. PLAN AND INITIATE TRAVEL

1. Travel is to be planned and researched to obtain the most economical/advantageous mode of transportation for all travel.
 - a. The program shall make every effort to submit the PO and/or purchase the travel at least 15-days prior to travel, to ensure the expenses incurred are the most cost effective.
 - b. If the travel is requested less than 15 days prior to the travel, the program must document the reason that the travel request was submitted without the 15-day lead time.
2. Travel requests must be signed and submitted by the employee and approved by their Program Director in advance via the Employee Travel Authorization form (See Appendix)
 - a. Travel may not be reserved or purchased until the Employee Travel Authorization form has been completed and approved.
 - b. Travel Authorization are required for all off-reservation travel.
3. All travel expenses will comply with U.S. General Services Administration (GSA), Federal Travel Regulations, Part 301-10 Transportation Expenses and Part 301-11 Per Diem Expenses. The portion of Council travel funded from federal programs will not exceed GSA rates. Reimbursement of expenses outside these guidelines will NOT be allowed. (Except: hotel rates above the GSA rates, traveler must attach an Actual Cost Memo approved by the Chairman with travel advance.)
 - a. For GSA Rates please see GSA website: <http://www.gsa.gov/portal/content/104877>
4. All air travel will be at the most economical rate available. Trips should be planned as far in advance as possible to receive the best rate. When using a travel agent, inform the agent of this policy.
5. Traveler must provide a cost comparison between mileage/airfare and submit documentation, when requesting to drive instead of flying
 - a. If airfare is cheaper than mileage, traveler will use the airfare rate as the mileage rate if the traveler chooses to drive.
 - b. This applies to all states with the exception of South Dakota, North Dakota, Montana, Minnesota, Nebraska, Wyoming, and Colorado.
6. Lodging will be reimbursed at the single occupancy rate.
 - a. If lodging is above GSA rate, traveler must attach an Actual Cost Memo approved by the Tribal Chairman with Travel Advance. In the event the traveler is advanced the GSA rate but the lodging rate happens to be higher after travel is completed, traveler must submit an Actual Cost Memo concurred by the chairman with the expense report.
7. When researching mileage use the SRST Mileage Chart provided by the travel office. The SRST Mileage chart must be used if the destination is listed. In the event the destination is



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not listed please utilize the Rand McNally website: <http://www.randmcnally.com>, or the Google [website www.google.com](http://www.google.com)

8. Per diem will be authorized only after the traveler has been in travel status more than 12 hours. Per diem can be claimed at 75% of the full rate for the first and last day of travel.

B. SINGLE DAY TRAVEL:

1. Traveler will receive 90% of travel advance requested.
2. Per diem may only be claimed when the traveler has been in travel status for more than 12 hours. For example, a meeting in Bismarck that happens during working hours does not constitute per diem at 75% of the full rate, as this is not 12 hours or more.
3. Complete steps A through F.

C. EXPENSE REPORTS

1. Expense reports are to be submitted 5 days after the last day of travel. If travel reports are not submitted within this time, the full amount of advance will be deducted from the travelers next pay check. Repeated failure to submit timely expense reports may result in refusal of further travel (and travel advances).
2. Travelers may only have one outstanding travel advance at any one time. Tribal Programs shall be responsible for compliance and the Finance Department shall deny any additional advance requested. The CFO has authority to approve of one additional request.
3. Documentation of all pre-paid travel expenses must be attached to expense reports
4. Documentation must be submitted for any deviation from the approved and signed travel authorization.
5. In order to claim reimbursement for travel expenses, receipts must be attached. The travel office will not accept a memo in place of a receipt.
6. When utilizing a taxi, Lyft, or other mode of public transportation, the traveler must make every attempt to obtain an actual receipt.

D. MILEAGE

1. Mileage claims are required for all on-reservation travel
2. Mileage can be claimed from duty station to destination (conference, meeting, etc..) during the work week but must be most advantageous and most economical to the tribe. In the event travel is conducted on the weekend, holiday, or administrative leave day, mileage can be claimed from your home.
3. Mileage routes must be the most advantageous and economical to the tribe.
4. Mileage claims shall be submitted after miles claimed were traveled and cost was incurred.



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E. NO COST TRAVEL:

1. If no travel expenses are being claimed, complete travel authorization with signatures only
2. Submit a copy to Travel Coordinator, Program will keep the original.
3. Required in order to attend conferences

F. EMERGENCIES:

1. Emergency travel claims may be submitted at any time and shall be processed by the Finance Department on a daily basis.
2. Emergency Situations will be determined and approved by the CFO
3. **Pre-determined Programs for emergency processing include: Kay Murphy Cancer Fund, Early Childhood Tracking Medical Appointments, Child Protection Services client transports, ICWA client transports, Veterans client transports, THPO religious and cultural site visits, and Tribal Council for off-reservation travel**
4. **Emergencies DO Not waive the documentation requirement. Emergency requests still requires all supporting documentation.**

STEP 2 – PROGRAM DIRECTOR/DEPARTMENT STAFF

- A. PREPARE CHECK REQUESTS for each of the following if applicable, AIRFARE, REGISTRATION, LODGING, TRAVEL AUTHORIZATIONS
- B. All requested information must be included and typed.
 1. **AIRFARE CHECK REQUEST** must include the following information under the Article or Service:

CHECK REQUEST FOR AIRFARE FOR:

 - a. NAME OF EMPLOYEE
 - b. PURPOSE OF TRIP
 - c. DESTINATION
 - d. DATE(S) OF TRAVEL

SEE ATTACHED APPROVED/SIGNED TRAVEL AUTHORIZATION, ITINERARY AND OTHER DOCUMENTATION
 2. **REGISTRATION CHECK REQUEST** must include the following information under the Article or Service:

CHECK REQUEST FOR REGISTRATION FOR:

 - a. NAME OF EMPLOYEE
 - b. PURPOSE OF TRIP
 - c. TITLE OF THE CONFERENCE
 - d. DESTINATION
 - e. DATE(S) OF TRAVEL



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SEE ATTACHED REGISTRATION FORM, APPROVED/SIGNED TRAVEL AUTHORIZATION, ITINERARY AND OTHER DOCUMENTATION

3. **LODGING CHECK REQUEST** must include the following information under the Article or Service:

CHECK REQUEST FOR LODGING FOR:

- a. NAME OF EMPLOYEE
- b. PURPOSE OF TRIP
- c. DESTINATIONNAME OF THE HOTEL
- d. DATE(S) OF TRAVEL

SEE ATTACHED LODGING CONFIMATION, APPROVED/SIGNED TRAVEL AUTHORIZATION, INTINERARY AND OTHER DOCUMENTATION

4. **TRAVEL AUTHORIZATION CHECK REQUEST** must include the following information under the Article or Service:

- a. NAME OF EMPLOYEE
- b. PURPOSE OF TRIP
- c. DESTINATION
- d. DATE(S) OF TRAVEL

SEE ATTACHED TRAVEL AUTHORIZATION AND OTHER DOCUMENATION

STEP 3 – PROGRAM DIRECTOR/DEPARTMENT STAFF

- A. PREPARE TRAVEL AUTHORIZATION FORM: see attached TA form
1. All requested information must be included.
 2. All forms must be typed.
 3. Travel advances will be disbursed on the normal daily payment cycles and will be limited to 90% of the estimated travel reimbursement.
 4. Submit Check Requests and Travel Authorization to the Program Director for Approval.

STEP 4 – PROGRAM DIRECTOR

- A. REVIEW/APPROVE CHECK REQUESTS AND TRAVEL AUTHORIZATION
1. Review ALL CHECK REQUESTS required for travel and the Travel Authorization form. Determine that the department budget has funds for the travel request, and if the travel is necessary and consistent with program objectives.



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2. Disapprove the request if specific travel budget is not included or available in the program budget.
3. Approved travel with all supporting documents attached, shall include Signed and Dated copies of the purchase orders and Travel Authorizations
4. Attach the program cuff account/yearly summary, and all supporting documentation to the purchase order(s).
5. Submit the purchase orders and all supporting documents for pre-approval to the Contracting Officer (CO).

STEP 5 – CONTRACTING OFFICER (CO)

A. REVIEW PURCHASE ORDER or CHECK REQUEST

5. Verify the travel is an allowable cost and if the travel supports program objectives.
6. Verify all supporting documentation is attached. **If not properly completed, will return it to the requesting program or department.**
7. If approved the CO will sign and date the Travel Authorization.
8. CO will submit the Purchase Order(s) to Travel Coordinator for processing.

STEP 6 – TRAVEL COORDINATOR

A. REVIEW PURCHASE ORDER - CHECK REQUEST

1. Review the Travel Authorization and attached documentation to determine if budget is available for the trip and the Travel Authorization and purchase order have been properly coded.
2. If there are insufficient funds in the tribal program's budget, the Travel Coordinator shall deny the request. The Travel Coordinator shall return the travel authorization marked "disapproved" with an explanation to the requesting program or department and file the original Travel Authorization in the contract files to document the action taken.
3. If there is sufficient budget for the travel determine that no the traveler has additional outstanding travel advances, the travel coordinator shall deny the request for the travel authorization and return to the program with an explanation for the denial. **The traveler may have one outstanding expense/trip report prior to approval of the current travel request.**
4. If the travel advance is approved, Initial and Date the Travel Authorization form and applicable purchase orders with attached supporting documentation. Notify the program the travel authorization process is complete.

STEP 7 – PROGRAM DIRECTOR/ DEPARTMENT STAFF

A. OBTAIN ADDITIONAL SIGNATURES

1. TRAVEL AUTHROIZATION must have signatures from:
 - a. Traveler



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- b. Supervisor
 - c. Contracting Officer Travel Coordinator
 - d. Chairman (NO travel may be taken until this approval has been given)
2. PURCHASE ORDERS MUST HAVE SIGNATURES FROM:
- a. Supervisor
 - b. CFO/AFO

STEP 8 – PROGRAM DIRECTOR/DEPARTMENT STAFF

- A. CHECK APPROVED PURCHASE ORDERS BACK INTO ACCOUNTS PAYABLE
1. After the purchase order has been signed by all approving parties and reconciled with the Travel Coordinator

STEP 9 – ACCOUNTS PAYABLE

- A. Accounts Payable will time stamp the Purchase Order
1. Requests must be submitted to Accounts Payable before 9:30am for the morning check run and 2:00pm for the afternoon check run

STEP 10 – POST TRAVEL REPORTING

- A. COMPLETE EXPENSE REPORT
- B. COMPLETE TRIP REPORT
1. Within five (5) working/business days after the last day of travel prepare an Expense and Trip Report according to the instructions ref: III-2.4b and Ref. III-A-2.4c.
 2. Attach ALL the required receipts, tape all smaller receipts to 8 1/2 x 11 sheet of paper before submitting for payment such as:
 - a. Lodging
 - b. Registration
 - c. Airfare
 - d. Baggage
 - e. Taxi
 - f. Travel Authorization
 - g. Copy of purchase orders not included with the travel authorization (i.e. registration, airfare etc.)
 1. If receipts, invoices etc. deviate from the approved travel authorization a justification memo is required from the Program Director and will be subject to approval from the CFO.
 3. Sign and submit the Expense and Trip Report with all supporting documentation to the Program Director for approval.



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- a. If excess funds were advanced, attach a cash or money order payable to the Standing Rock Sioux Tribe for the amount of any excess.
 - b. The expense report must be reconciled and signed by the Travel Coordinator before making payment to Accounts Receivable for advances owed back to the Tribe/Program.
 - c. If a reimbursement in a travel advance is owed back to the Program/Tribe and it is under \$75 the reimbursement may be paid to Accounts Receivable.
 - d. Reimbursements owed back to the Tribe/Program over \$75 may be paid through payroll deductions. Only two payroll deductions are allowable and must be approved by the Chief Finance Officer.
4. If a reimbursement is due to the traveler the amount will be requested and processed by submission of a purchase order, expense report and supporting documentation.
 5. If program pre-paid lodging and a reimbursement is due to the program, the reimbursement from the vendor needs to be reimbursed within the 5 days after the last day of travel, in order to be claimed on the expense report. If the reimbursement is not received by the deadline for the expense report, the program must follow the accounts receivable process for reimbursement checks.

STEP 11. – TRAVEL COORDINATOR

- A. REVIEW EXPENSE REPORT
- B. REVIEW TRIP REPORT
- C. REVIEW PURCHASE ORDER (IF APPLICABLE)
 1. Review the expense and trip report for completeness and accuracy.
 2. Determine that all required documentation is attached
 3. Reconcile the expense report with travel authorization, if the traveler will be receiving a reimbursement for expenses.
- D. SIGN THE EXPENSE REPORT
- E. SUBMIT TO THE CFO/AFO FOR APPROVAL AND SIGNATURE

STEP 12. – ASSISTANT FINANCE OFFICER

- A. REVIEW EXPENSE REPORT
- B. REVIEW TRIP REPORT
- C. REVIEW PURCHASE ORDER FOR APPROVAL
 1. Sign and date the expense report and purchase order is applicable.
 2. Return to the Travel Coordinator



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STEP 13. – TRAVEL COORDINATOR

Notify the program that the expense report is approved.

STEP 14. – PROGRAM STAFF/DIRECTOR:

- A. Check the approved purchase order in to Accounts Payable for processing.
- B. Travel advances owed to the tribe will need to be paid to Accounts Receivable with either cash or money order. Once receipt has been received attach a copy to the expense report and return to the Travel Coordinator.
- C. Travel Coordinator will scan into Rscan and give a copy to program for their records. If the traveler owes to the tribe and wishes to utilize payroll deductions, Travel Coordinator will submit a copy of the expense report along with memo from the traveler requesting the deduction, to the payroll supervisor.

*** IF THERE IS A CONFLICT BETWEEN INTERNAL DEPARTMENTAL POLICIES AND ANY OF THESE POLICIES, THIS PROCEDURE MUST GOVERN.**