

TITLE 18 TRAVEL CODE

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18.1 Purpose. The Purpose of this Code shall be to govern all local and non-local travel by members of the Hoh Tribal Business Committee (“HTBC”), its staff, employees, and contractors, whether using restricted Tribal funds or other funds under the control of the Tribe. It is the Tribe’s policy that travel shall be conducted in the most efficient and economical means possible and that minimizes the financial impact on the program activities and functions. This Code shall further govern the use of Tribal credit cards by members of the HTBC, its programs and projects and any staff, employees and officials thereof.

18.2 Responsibilities. The HTBC or its designee shall be responsible for directing and approving travel to:

1. Ensure that travel costs incurred are:
 - a. Directly work related
 - b. Obtained at the most economical price
 - c. Both critical and necessary for Tribal business
2. Exercise good judgment in approving travel-related costs.
3. Establish an effective efficient system for management and control over travel-related costs. This system should include, but be not limited to the following:
 - a. Written internal policies and procedures which cover the items required in this Code.

- b. Authorization or approval of travel costs by the HTBC or its designee.
- c. Clearly defined roles and responsibilities for the HTBC or its designee.
- d. Periodic review of airline ticket and other travel-related purchases made with the Tribal credit card.

18.3 Responsibilities of Traveler. A travel on official Tribal Travel Status is responsible for:

1. Being familiar with this Code and the travel section in the Hoh Tribe's Policies and Procedures, attached hereto and incorporated as part of this Code.
2. Accomplishing the purposes of the travel. Excess costs, circuitous routes, delays or luxury accommodations unnecessary or unjustified in the performance of official Tribal business travel are not acceptable.
3. Paying any excess costs and any additional expenses incurred for personal preference or convenience.
4. Returning as promptly as possible when Tribal business is completed.
5. Securing prior authorization before travel.
6. Preparing Travel Request completely and turning in lodging receipts and airline receipts to Accounting immediately upon returning to the Tribal Office.
7. You will not be allowed further travel, travel advances, airline ticket purchases, hotel reservations, conference fees, training fees, etc. until you turn in your receipts from the previous travel. Exceptions to this may only be made when consecutive travel is required (i.e., returning from one trip only to leave on another trip within 48 hours).

18.4 Criteria to be Used for Selecting and Approving Travel. In addition to complying with the Hoh Tribe's Policies and Procedures, the HTBC or its designee shall use the following criteria to determine whether to authorize a person to travel on official Tribal business, and to determine what travel alternatives to authorize:

1. Select the travel alternative that is most economical for the Tribe. All costs should be considered – travel, labor, etc. – in making the determination. For example: Is it less expensive to drive than fly out of Port Angeles or SeaTac? Is it cheaper to fly out of SeaTac than out of Port Angeles?
2. Select the travel alternative that is most advantageous for the Tribe. You may use this advantageous criterion only in the following situations:
 - a. To ensure the health and safety of the traveler
 - b. To comply with the American Disabilities Act

c. Process and travel situations for meals with meetings

The personal travel plans of the traveler shall not influence this criterion.

18.5 Implement Alternatives to Travel. The HTBC or its designee are to develop and implement alternatives to travel, as well as less expensive means of travel. These methods may include, but are not limited to the following:

1. Teleconferencing and video conferencing
2. Video recordings and published reports
3. Car-pooling and greater use of public transportation
4. Reduced frequency or regularly scheduled out-of-town meetings
5. Restrictions on the number of HTBC, employees and staff traveling to the same destination and meeting. Unless it is government to government business where a quorum of the HTBC is needed, only those designated on the Hoh Tribe's Committee list, attached and incorporated as part of this Code, will be approved to travel. Exceptions to this may be made where appropriate.

18.6 Considerations when Placing an Employee on Travel Status.

1. Plan an itinerary in advance to eliminate unnecessary travel in the performance of work assignments.

18.7 Ensure the Health and Safety of Travelers. The health and safety of travelers is a top priority in the conduct of travel related activities. It is advantageous for the Tribe to establish and alter travel plans and itineraries with consideration of hazardous inclement weather and other situations that could threaten the health and safety of Tribal staff. When this occurs, the traveler must:

1. Immediately notify his/her supervisor of the change in travel plans
2. Note the reason for any additional expenses on the Travel Voucher upon return from travel.

18.8 Compliance with the American Disabilities Act. Compliance with the American Disabilities Act is considered to be advantageous. All Tribal staff are to be afforded equal opportunity to perform travel for official Tribal business even if the travel costs for

disabled travelers will exceed what would normally be most economical for the Tribe. For example:

1. When a traveler uses a wheelchair and it is necessary to pay more for an airline ticket so the traveler can fly on a larger plane that can accommodate a wheelchair.
2. When a traveler flies out of SeaTac because the traveler's disabilities cannot be accommodated at the Port Angeles Airport.
3. When a traveler has hearing or vision impairments and there is a cost of providing auxiliary aids and services to enable the traveler to successfully accomplish the purpose of the travel.
4. Travel authorizations and travel claims should be annotated that the extra costs were required to comply with ADA. ADA supporting documentation should remain confidential.

- 18.9 Use of Tribal Credit Card for Travel. Policy states you are required to have two HTBC signatures to use the Tribal credit card. In addition, you are required to log the information on the Credit Card Authorization clip board in Accounting. No credit card may be removed from the Administration building. Receipts must be turned in to accounting, even for airline ticket purchases. Print a receipt when you check-in.
- 18.10 Prior Authorization for Travel May be Required. Travelers must receive prior written authorization for travel from their immediate supervisor, or if it is out-of-state travel, then approval is required from the HTBC. The Hoh Tribe's Travel Authorization form will need to be completed and approved. Exceptions may be made where circumstances are such that prior authorization is not feasible.
- 18.11 Scheduling Meetings, Conferences, Conventions, and Training Sessions. When meetings or conferences are necessary, preference must be given those meetings, conferences, etc. within Washington State. All out-of-state travel must be pre-approved by a motion of the HTBC. Any person wishing to travel must provide a copy of the agenda or flier for the event, showing what the purpose of the travel is with their request. As stated in Section 18.5.5, there may be a limit on how many HTBC, staff, and employees attend meetings, conferences, conventions, and training sessions.
- 18.12 Report of Attendance at Meetings, Conferences, Conventions and Training Sessions. Within one week of returning from any meetings, conference, conventions, or training sessions, all travelers must turn in a one-page report summarizing the nature of the event, meetings and/or sessions attended, and any reasons for meetings or sessions missed. This report shall be provided to the traveler's immediate supervisor, Executive Director (or designee), and the Human Resources Department for inclusion in the traveler's personnel file.

- 18.13 Penalties for Violations of this Code. Anyone found, after an Administrative proceeding before the Executive Director or his/her designee, to have violated terms of this Title shall be required to repay all funds not properly used. Repayment may be made through an agreed repayment plan, through garnishment of wages and/or through garnishment of per capita payments. Repayment shall include any fees incurred by the Tribe for cancellation of lodging, re-booking for airfare, registration fees, etc. which are imposed in conjunction with violation of this Title. Repeated violations may subject the person to additional disciplinary action up to and including termination, at the discretion of the Executive Director or his/her designee for any staff or employee violators.
- 18.14 No Retaliation for Reporting Fellow Travelers. Any traveler who is on travel with another member of the HTBC, staff, or employee, shall not be punished for reporting when fellow traveler(s) fail to attend trainings/meetings/conferences. Any false or malicious report, however, may subject the reporting party to possible civil or criminal charges under Title 5.