

Section 11

Travel

11.1 AUTHORITY, PURPOSE AND POLICY

(a) PURPOSE. This section provides the policies and procedures for the Mashpee Wampanoag Judiciary when traveling and incurring expenses for official business on behalf of the Tribal Court whether using Tribal funds or funds allotted through approved grants. This Policy shall further govern the use of Tribal Court debit card when issued for Tribal Court programs, projects, officials and employees thereof.

(b) POLICY. It is the policy of the Tribal Court:

(1) to provide travel and expense policies, procedures and instructions for Tribal Court that are fair and equitable to all those required to travel on official business; and

(2) that travel shall be conducted in the most efficient and economical means possible that minimizes the financial impact on Tribal Court activities and functions.

(c) APPLICABILITY. The provisions of this Policy shall govern any and all officials and employees of the Tribal Court, and any person contracted for services by the Tribal Court, during the course of official court business. Any travel or other expenses incurred that are not in accordance with this Policy shall be presumed to be unauthorized and shall not be subject to reimbursement and payment.

11.2 DEFINITIONS

(a) "Per Diem" means an allowance of a set amount of money per day to cover expenses for meals, tips, valet parking (when necessary), and any other incidental expenses while traveling for official Tribal Court business.

(b) "Tribal Court" means the Mashpee Wampanoag Tribal Court.

11.3 TRAVEL POLICY

(a) The only travel for which payment and reimbursement is authorized under this Policy shall be for official Tribal Court activities. Subject's traveling shall physically attend the activities for which travel has been authorized. Failure to attend, except for good cause, shall be considered misconduct and shall be grounds for disciplinary action and refund of all monies.

11.4 TRAVEL AND EXPENSE AUTHORITY

11.4.1 In-Region Travel: In-Region travel shall be that beyond the local travel but within the states of Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island and Vermont.

11.4.2 Out of Region: Out of Region travel means that which is beyond the borders of the states specified in Section 11.4.1.

11.5 TRAVEL ARRANGEMENTS AND RECORD KEEPING

(a) All flight arrangements shall be booked in coach or business class, except in situations where no other rates are available and only upon approval of the Elders Judiciary Committee.

(b) All travel requests must be submitted thirty (30) days prior to departure when possible.

(c) All receipts must be originals and must be dated and legible.

11.6 TRIBAL COURT DEBIT CARD

(a) Debit card use shall be for the limited purposes of reserving of and payment for training costs; reserving of and payment for hotel accommodations; reserving of and payment for airline travel; reserving of and payment for rental vehicles and/or delivery services.

11.7 PER DIEM

(a) Individuals shall be paid a full per diem rate of sixty-five (\$65.00) dollars for each day of travel and training including departure and return days. This is the current policy of the Judiciary Branch of Government of the Mashpee Wampanoag Tribe and supersedes all federal and state policies regarding per diem.

11.8 MILEAGE RATES

(a) Expenses for travel by automobile will be reimbursed at the adopted federal mileage rate. Other allowable expenses incurred while in transit will include parking fees, ferry fees, and bridge, road and tunnel fees or tolls. Valet parking is an allowable expense only if no other parking options are available.

11.9 RENTAL CARS

(a) Exclusive of available shuttles, a vehicle may be rented when it facilitates the accomplishment of the Tribal Court travel assignment. Travelers choosing to rent a car shall select a reliable rental car company based on the best competitive rate.

(b) Travelers must agree that no illegal drugs or chemicals will be aboard the vehicle at any time and that no driver unauthorized by the car rental company or under the influence of alcoholic beverages, drugs, or chemicals will be allowed to drive the vehicle.

11.10 HOTEL

(a) Travelers should be economically selective in choosing a motel or hotel, unless the purpose of the travel requires a stay at a particular hotel. Travelers are responsible for incidental hotel expenses charged to the hotel room (i.e. movies, laundry, valet, bar, etc.). Tips are not an allowable expense per federal guidelines.

11.11 MISCELLANEOUS

(a) Baggage charges will be reimbursed if such charges fall into one or more of the following categories: (1) Transportation charges for reasonable baggage or work related materials are allowable; and (2) Necessary charges for storage of baggage are allowable.

(b) Business related internet charges are only allowable and will be reimbursed when incurred as a hotel cost.

(c) All confirmations and/or documentation will be delivered to traveler prior to the departure day.