

RESOLUTION NO. 10191

WHEREAS, The Tribal Council is the governing body for the Confederated Tribes of the Warm Springs Reservation of Oregon (Tribes); and,

WHEREAS, The Tribal Council realizes it is necessary, from time to time, for Tribal Council members and delegates to travel for official Tribal business and to attend off-reservation meetings and functions for the benefit of the Tribes; and,

WHEREAS, The Tribal Council also realizes that it is necessary to plan in advance, as much as possible, for such travel and that, in any given budget year, accumulated Tribal Council travel expenses should remain within the budgeted levels that were approved for that fiscal year; and,

WHEREAS, The Tribal Council acknowledges that, in recent years, its own travel and travel-related expenses have increased substantially and now approach one-half (1/2) of the total budgeted Tribal government expenditures for travel; and,

WHEREAS, The Tribal Council took action, in the 2002 Tribal Budget Appropriation Resolution No. 10,119, to require that all Tribal Council and Tribal Committee travel expenditures be incurred at federal per diem and discount rates, beginning in 2002; and,

WHEREAS, The Tribal Council acknowledges that, while well-meaning, this policy is not having the intended effect of reducing Tribal Council travel expenditures in a fair and consistent manner; and,

WHEREAS, The Tribal Council has directed the Secretary-Treasurer to prepare a resolution to implement a revised Tribal Council Travel Policy that includes a provision for "Excess Per Diem" travel rates and that will be easier to implement, manage and enforce; now, therefore

BE IT RESOLVED, By the (Twenty-Second) Tribal Council of the Confederated Tribes of the Warm Springs Reservation of Oregon, pursuant to Article V, Sec 1 (f) and (l) and Article III of the Tribal Constitution and Bylaws, that the Tribal Council hereby approves and adopts the "Tribal Council Travel Policy" attached; and,

BE IT FURTHER RESOLVED, That, for all "Excess Per Diem" paid to Tribal Council members or delegates, Tribal Finance shall continue to implement the provisions of Resolution No. 8709 regarding federal tax withholding and reporting; and,

BE IT FURTHER RESOLVED, That the provisions of Resolution No. 10,119 regarding Tribal Council traveling at federal rates are hereby rescinded; and,

BE IT FURTHER RESOLVED, That Resolution No. 9314 and Resolution No. 6885 are hereby rescinded; and,

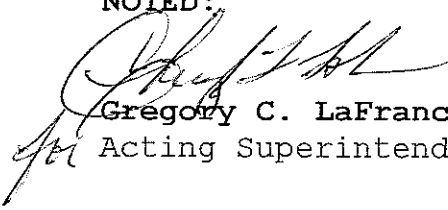
BE IT FURTHER RESOLVED, That the Secretary-Treasurer and the Chief Operations Officer will also be allowed to travel using "Excess Per Diem" provisions.

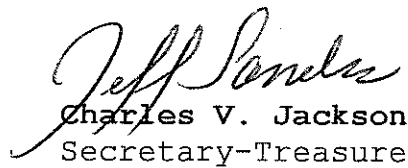
CERTIFICATION

The undersigned, as Secretary-Treasurer of the Confederated Tribes of the Warm Springs Reservation of Oregon, hereby certifies that the Tribal Council is composed of 11 members, of whom 9 constituting a quorum were present at a meeting thereof, duly and regularly called, noticed, convened and held this 14th day of May, 2002; and that the foregoing resolution was passed by the affirmative vote of 5 members, 2 voting no and 1 abstention, the Chairman not voting, and that the said resolution has not been rescinded or amended in any way.

NOTED:

MAY 16 2002


Gregory C. LaFrance
Acting Superintendent


Charles V. Jackson,
Secretary-Treasurer

ACTING

cc: Secretary-Treasurer
Superintendent
Administrative Service Center
Finance

TRIBAL COUNCIL TRAVEL POLICY

1. Official Travel On or Near the Reservation within 30 miles of Tribal Headquarters or one-day meetings in the same area:
 - a. \$50/day or expenses reimbursed upon presentation of receipts.
2. Official Travel in Central Oregon within 60 miles of Tribal Headquarters including overnight or one-day travel (including Prineville, Redmond, Bend, or other towns within the area):
 - a. \$75/day or expenses reimbursed upon presentation of receipts.
3. Official Travel for all other destinations within Oregon, Washington and Idaho including overnight or one-day travel:
 - a. \$100/day or 150% of the established federal per diem rate, whichever is greater.
4. Official Travel for all other destinations and Washington, D.C. including overnight travel:
 - a. \$150/day or 150% of the established federal per diem rate, whichever is greater.
5. All one-day travel shall include an additional \$25 for meals and incidentals.
6. All overnight travel shall include an additional \$75 or the established federal rate, whichever is greater, for "M&IE" (meals and incidental expenses).
7. For all out of state travel, all authorized Tribal Council and delegate travelers shall be allowed one (1) full day of per diem for travel time.
- ~~8. The Tribal Council shall, by motion or resolution at a regular meeting, delegate and approve in advance all out of state travel for any Tribal Council members or other delegates to any meeting or destination and the Tribal Council shall limit approval to no more than two (2) Tribal Council member delegates to any meeting to any out of state destination.~~
9. Tribal Council travel delegations shall only be amended by motion or resolution at a regular meeting.

- ~~10. The Tribal Council may, if appropriate, place no more than one (1) out of state meeting on the Tribal Council agenda in any given month and so authorize all Tribal Council members to attend that out of state meeting at the option of each Tribal Council member.~~
11. All Tribal Council and delegate travel shall be accomplished at the lesser of federal discounted rates, including federal GSA discount air fare, or the lowest commercial rates available, or mileage.
12. All Tribal Council members or delegates shall be paid mileage at the established federal rate for the use of private vehicle transportation to and from authorized meetings, provided that no Tribal Council member or delegate shall be paid a mileage rate greater than the lesser of either the combined total of mileage rate plus air fare calculated from portal to portal, or the mileage rate from portal to portal.
13. The Tribal Council shall pro rate its travel and travel related budgets and defer or deny all travel requests if any such travel request will cause the Tribal Council's travel and travel related expenditures in that month to exceed 1/12th of the approved Tribal Council budget for that budget year.
14. Monthly financial reports shall be made available to Tribal Council members concerning travel related expenditures.
15. Any Tribal Council member or delegate that receives a travel advance but who does not actually attend the meeting will be required to return the entire advance or reimburse the Tribes within 30 days of the date of the travel advance.
16. Any Tribal Council member or delegate travel not in compliance with the terms of this policy shall disqualify that individual from being delegated on subsequent official travel for a period not less than 30 days.
17. The Tribal Council may, from time to time, change certain provisions of this policy, including the minimum per diem rates, to remain consistent with federal travel and per diem rates. In such event, the Tribal Council shall act by amending the resolution that approved this policy, identifying each subsequent change with an alphabetical suffix to the original resolution number.