

Travel Procedures Manual Winnebago Tribe of Nebraska

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Contents

Travel Procedures - General	2
1. Air Travel	2
2. Automobile Travel	2
3. Cancelations and Refunds	2
4. Designated Budget Authority	3
5. Designated Travel Agency	3
6. Documentation Requirements	3
7. Lodging	4
8. Meals	4
9. Miscellaneous Transportation	4
10. Registration Fees	4
11. Reimbursement of Travel Expenses	5
12. Special Discount Rates	5
13. Travel Advances	5
14. Travel Expense Report	6
15. Traveling with Your Spouse or Other Dependents	6
All Travel Requests are required to have the following:	8
Travel Request Form	9
All Purchase Orders are required to have the following:	10
Purchase Order	11
All Trip Reports are required to have the following:	12
Trip Report Form	13
Hotel Request Form	14

Travel Procedures - General

The following travel procedures are standard within the Winnebago Tribe of Nebraska (WTN). As a general rule, all tribal business travelers or travel arrangers will book air fare and reserve hotel, rail, and car rentals through Egencia.

1. **Air Travel** - Book airfare through Egencia (<https://www.egencia.com/auth/v1/login>) one of WTN's designated travel agencies either by using the travel agency's on-line booking tool, or by contacting the Tribe's travel manager directly. More information:
 - a. When you make a reservation through Egencia, use the login information provided. If you forgot your username or password use the forgot username/and or password link on the login screen or contact the Tribe's travel manager to reset.
 - b. Book flights on the normally traveled route to your destination.
 - c. While some restrictions or penalties may apply, advance reservations secure the lowest fares.
 - d. Air carrier selection and method of payment cannot be selected based upon your frequent flyer affiliation.
 - e. Purchases made through another agency are not permitted. Exceptions to the tribal policy must be approved in advance by the Finance Office CFO or Controller.
2. **Automobile Travel** - Use your private automobile only if the itinerary or other aspects of tribal business make it the most practical method of travel.
 - a. The Winnebago Tribe will advance/reimburse you for costs associated with automobile travel for business use based upon the current GSA rate. Complete the mileage tab of the travel request form and include the dollar amount on the purchase order for reimbursement of mileage expenses.
 - b. Visit <https://www.gsa.gov/portal/content/100715> to obtain the current auto mileage reimbursement rate. The rate per mile changes periodically.
 - c. The mileage rate is intended to reimburse you for gasoline, oil, normal maintenance, insurance, etc. It is not intended to reimburse full costs; it is to cover the incremental costs incurred when using your private vehicle for tribal related travel.
 - d. Expenses incurred due to automobile mechanical failure or accidents, including personal automobile insurance deductions, are not reimbursable, nor are fines for parking or traffic violations.
 - e. Note: when you claim a mileage reimbursement, you cannot be reimbursed for gasoline.
3. **Cancelations and Refunds** - In the event of a change of plans, the traveler is responsible for ensuring that all flights and hotels have been cancelled. Traveler is

personally responsible for any cancellation fees/no-show fees incurred (only exception is serious illness or death). Documentation must be submitted to Finance to support the cancellation reason. To avoid/limit likelihood of fees (cancellation, change, no show), the traveler is required to contact Egencia directly as soon as the change is known. Obtain cancellation confirmation code numbers and provide to Finance. Finance and travel manager are available during normal business hours to assist the traveler.

4. **Designated Budget Authority** - The approver is responsible for ensuring that the transaction is a legitimate business expenditure, that it complies with all tribal policies, and is supported by adequate documentation.
5. **Designated Travel Agency** - Make transportation arrangements for air or rail travel and reservations for hotel and car rentals through Egencia.

Egencia

10900 NE 4th Street

Bellevue, Washington 98004

Web Site: www.Egencia.com Traveler support is available 24/7/365: **866-816-3534**

- a. Begin to schedule your itinerary as soon as your travel dates and destination are known. Book air, hotel reservations, and car rentals through the designated travel agency. Provide the travel manager with the time frame in which you need to leave and arrive at your destination.
 - b. The Winnebago Tribe of Nebraska will pay Egencia and charge the general ledger travel expense account selected by the traveler for the payment amount. The charge will be reflected on your department financial statement when the credit card entry is submitted and paid.
 - c. If you have questions about a charge to your department from the designated agency, contact WTN's travel manager directly.
6. **Documentation Requirements** - In order to be reimbursed, you must provide original receipts or a PDF file of original receipts as documentation for all business expenditures* (except meal receipts if a 'per diem' is chosen as the reimbursement method) If original receipts are not available, include a memo of explanation in your PDF file when you route your trip report to the travel manager. Your supervisor, or an individual who is one level of management above you, must sign the trip report.

Include a copy of the conference/workshop brochure with the file attached to your trip report.

7. **Lodging** - When traveling, stay in reasonably priced, commercial class hotels and motels.
- a. To ensure the lowest possible rates, make your lodging arrangements through Egencia. If traveling for a conference and a room block is available, you must research Egencia rate and the room block rate and book the cheapest option. A copy needs to be included in your travel request.
 - b. Ask for government discounts at all hotel and motels, many of which charge reduced rates to those who identify themselves as government employees.
8. **Meals** – Per diem is based on the GSA.gov rate. Per Diem is calculated on a quarterly basis. Quarters are computed as six hour divisions of a full twenty-four (24) hours day.

First quarter	12:00 am – 6:00 am
Second Quarter	6:00 am – 12:00 pm
Third Quarter	12:00 pm – 6:00 pm
Fourth Quarter	6:00 pm – 12:00 am

The employee must be on travel status for at least 1/3 of the quarter (2 hours) to claim credit for that quarter.

9. Miscellaneous Transportation

- a. Taxis and Shuttle Services – The Winnebago Tribe of Nebraska will reimburse you for expenses for taxis or shuttle services for travel between the airport or rail station to your hotel, between appointments, or between hotels and conference locations or business appointments. Obtain receipts for all such transportation.
 - b. Rail Transportation – The Tribe will reimburse you for the cost of railroad fare not to exceed the cost of the lowest applicable airfare.
10. **Registration Fees** - Complete a purchase order and attach to your travel request. Accounts Payable processes the request. If registrations fees cannot be paid via check contact the travel manager to pay online via credit card.
- a. Submit a purchase order with the original registration form and one copy. Purchase orders are usually mailed 5-7 working days after they are received in Accounts Payable.
 - b. List the advance description/amount on your travel request in the Other section.
 - c. Registration fees will be processed as an expense on your department budget at the time the check is issued.

11. **Reimbursement of Travel Expenses** - Complete a trip report, submit original receipts or attach a scanned file of original receipts, and submit to your immediate supervisor for approval.
Typically, your reimbursement check will be mailed to your home within 5-7 business days after trip report and receipts are reconciled by the Travel Manager and forwarded to Accounts Payable.
 - a. **Rental Vehicles** - Do not use a rental vehicle when less expensive transportation is available. When a rental vehicle is required, make arrangements through Egencia.
Include rental car expenses and deposit on purchase order.
 - b. The Winnebago Tribe will reimburse you for the cost of automobile rentals for economy, compact, midsize, or standard vehicles only. In exceptional cases, reimbursement will be made for other types of vehicles (i.e., when there are several travelers in one car, when equipment is being transported, etc.). Provide a detailed explanation in the travel request and trip report.
 - c. Purchase a Collision Damage Waiver (CDW) or Liability Insurance from the car rental agency.
 - d. If you have an automobile accident while traveling on WTN business, notify your department head and travel manager as soon as is practical.
12. **Special Discount Rates** - Inform the Tribes designated travel manager of all special conference or association discount air or hotel rates and ask him/her to book at these rates.
13. **Travel Advances** - You may obtain an advance from Accounts Payable up to one day prior to the date of departure for your trip. Complete a travel request and purchase order and submit to Finance ten days prior to departure.
 - a. The request for an advance requires approval by your departmental budget authority.
 - b. Allow ten business days prior to your departure for processing.
 - c. Indicate your destination city and state, the business purpose of the trip and the duration of the trip (i.e. Orlando, Florida; Oracle User's Group Conference, September 26th through September 30th)
 - d. In the "Account Code" section of the purchase order, indicate the travel expense number for your department. AP will charge this amount to the specified expense line and will be reflected in the corresponding budget.

- e. Accounts Payable will process the request and hold the check in the Finance department until the day before departure.
 - f. Advances must be accounted for on the trip report within ten days after returning from your trip.
 - g. If the amount of the advance is more than your total travel expenses, return the excess funds to the Finance department in the form of a money order.
 - Do not send cash or personal checks to Accounts Payable.
 - h. A second travel advance will not be processed until the prior advance has been accounted for. Failure to account for advances in a timely manner may result in the advance amount being deducted from your next paycheck.
 - i. Non-employees traveling on Tribal business may not obtain travel advances. Tribal Council members are the only exception.
 - j. Occasionally it may be necessary to request an advance payment for a vendor. Complete a purchase order and forward to Accounts Payable for processing. Include appropriate documentation such as a quote on hotel letterhead. Examples of advances that may be paid by check include:
 - Hotel deposits.
 - Car rentals.
 - Conference Registrations.
14. **Travel Expense Report** - Complete a trip report to account for travel related expenditures when air travel or an overnight stay is involved, or if you have requested an advance prior to traveling. Submit all original receipts or scan all original documentation to a file, attach the file to an email and send to supervisor for approval.
- a. All original documentation must be handed in to Finance or included in the scanned file.
 - b. If an original receipt is not available, prepare a memo giving the reasons why and obtain the signature of your budget authority, and include with the scanned file.
15. **Traveling with Your Spouse or Other Dependents** - No travel, lodging, or meal expenses for your spouse or other dependents, above the cost of your expenses will be reimbursed to you by WTN.
- a. Book spousal or other dependent travel through an approved vendor along with your ticket.
 - b. You must pay the vendor directly and will be reimbursed for your ticket only.
 - c. Documentation will need to be provided including purchase amount for traveler and Egencia price comparison.

See the next pages for a copy of the travel request, purchase order, trip report form, and hotel request form.

All Travel Requests are required to have the following:

- Name
- Program (fund name)
- Purpose
- Dates of Travel (begin) and (end)
- Time of Travel (begin) and (end)
- Date- this is the day you are filling out the request
- Destination (city and state)
- Vendor number- this will be the same number to fill on the purchase order
- Account Code (?? ? ? ? ? ? ? ? ? ? ?)
- Lodging-if paying with personal credit card put the dollar amount of lodging, if paying with the tribal credit card write "Tribal CC" and leave the dollar amount blank
- Per diem total divided by 4 per qtr. times the number of quarters traveling, include the total on the right next to the cash symbol
- Mileage- total miles x .54 per mile, include the total on the right next to the cash symbol
- Supervisor needs to sign
- CEO needs to sign
- Traveler needs to Sign

WINNEBAGO TRIBE OF NEBRASKA TRAVEL REQUEST

Name _____ Date _____
 Program _____ Destination _____
 Purpose _____
 Dates of Travel (Begin) _____ (End) _____ Vendor# _____
 Times of Travel (Depart) _____ (Return) _____ Account Code used: _____

ADVANCE REQUESTED

Lodging \$ _____ \$ _____
 (Use cost of entire trip, include taxes and fees)
 Per Diem \$ _____ divide by 4 = \$ _____ per qtr. times _____ qtrs.= \$ _____
 (use approved rates)
 Mileage _____ miles x _____ per mile \$ _____
 Airfare \$ _____
 Other (provide itemized list) \$ _____
TOTAL AMOUNT REQUESTED \$ _____

Travel Request: Approved _____ Denied _____

Trip to be reimbursed? Yes _____ No _____

Name of Agency: _____

 Supervisor

 Chief Administrative Officer

 Applicant

By signing as Applicant, Applicant agrees to authorize the Chief Administrative Officer and the Finance Director to deduct the total amount due from Applicant's paycheck in the event Applicant fails to submit a trip report and supporting documents (receipts) **within 10 working days of trip return.**

Trip Report

Dates of Travel _____ To _____ Times of Travel _____ To _____
 Lodging \$ _____ \$ _____
 (Use cost of entire trip, include taxes and fees)
 Per Diem \$ _____ divide by 4 = \$ _____ per qtr. times _____ qtrs.= \$ _____
 (use approved rates)
 Mileage _____ miles x _____ per mile \$ _____
 Airfare \$ _____
 Other (provide itemized list) \$ _____
Total Trip Expenses \$ _____
 Advance # _____ \$ _____
TOTAL DUE TO (AMOUNT DUE FROM) \$ _____

Receipts are required, to be attached for all expenses, as well as a short narrative report.

Received by _____

All Purchase Orders are required to have the following:

- Vendor Name-if address is the same as a previously filled out purchase order you will not need to update the address
- VP Date this is the day you are filling out the purchase order
- Vendor Number
- Date Needed
- Department
- Account Code (??? ??? ????)
- Description- this must include the description of travel, dates of travel, and destination city and state
- Amount
- Total Amount
- Signed by the program director- the program director can't sign if he or she is the traveler

Information that will need attached to the trip report and purchase order include:

- Training registration or training/travel details
- Hotel request form. **If you do not have a debit/credit card to pay for the incidentals while on travel you are responsible to contact the hotel and attach the credit card authorization form with your travel request. The travel manager will fill out the form on your behalf and return to the hotel before your arrival.**
- GSA printout of per diem rates for the destination you are traveling
- Mileage information (see a-c)

If requesting mileage, you will need to attach:

- a. MapQuest or Google Maps directions
 - b. Copy of driver's license
 - c. Copy of insurance card, the insurance card should have the travels name on it.
The insurance card will not be accepted if it is expired at the time of travel.
- Car rental has to be approved by the employee who is on travels supervisor and proven the cheapest way of transportation. Car rentals can be reserved through Egencia or by the travel manager but the traveler will have to include the receipt of the booking.
Furthermore, this expense will need added to the travel request and purchase order.
 - Parking fee printout
 - Baggage fee. Baggage fee is normally \$50 total.

All Trip Reports are required to have the following:

- Date
- Name (full printed legal name)
- Program
- Conference title
- Destination
- Vehicle- select "Personal" or "Tribal" in the drop down list. If tribal is selected include the make and model of program vehicle
- Date and time of departure
- Date and time of return
- Brief Description of trip
- Check next to who paid the hotel and airfare
- Travelers signature and date
- Supervisors signature and date

All receipts and completion certificates need to be attached and stapled with the trip report

Examples of documentation that needs to be attached to the trip report

- Hotel receipt
- Flight receipt
- Baggage receipt
- Fuel receipt
- Car rental receipt
- Completion certificate if training was the purpose of travel

HOTEL RESERVATION INFORMATION SHEET

DATE _____ DEPARTMENT _____

NAME _____

DESTINATION _____

HOTEL & PHONE # _____

CONFERENCE TITLE _____ CODE# _____

DATE OF CHECK IN _____

DATE OF CHECK OUT _____

CELL PHONE _____

EMAIL _____

ACCOUNT NUMBER TO PAY FOR HOTEL: _____

AIRFARE: _____

ANY QUESTIONS PLEASE CALL KIM FRILOUX @ 878-3119 OR EMAIL kim.friloux@winnebagotribe.com

NOTE: THE TRAVELER WILL BE RESPONSIBLE FOR ANY CHARGES TO THE CREDIT CARD FOR A LATE CANCELTION OR NO SHOW.