

**BUDGET AND APPROPRIATION REGULATIONS**  
Regulation # R100-01:AC-01

**Chapter 3. Mileage Reimbursement Regulation**  
Regulation #R100-04: AC-03

**Section 1. Authority; Purpose**

1-1. *Purpose.* The Tribe recognizes that representatives of the Tribe may travel for business purposes while utilizing a personally owned vehicle. Accordingly, the Tribe will make efforts to provide accommodations for reimbursement of mileage to offset the costs associated with the use of a personally owned vehicle. However, the Tribe reserves the right to deny reimbursement of expenses that are considered unreasonable.

**Section 2. Definitions**

2-1. *General.* For purposes of this regulation, certain terms are defined in this section. The word “shall” is always mandatory and not merely advisory. Unless defined elsewhere, terms defined in Chapter 1 and the Budget and Appropriations Ordinance are defined for the purposes of all *Budget and Appropriations Regulations*.

**Section 3. Overall Policy**

3-1. *General Policy Statements.* The policy statements in this Section provide a foundation for all policies and procedures for a sound travel reimbursement system.

3-2. *Guidelines.* Reimbursements will be made only with proper documentation and as established in this Regulation.

3-3. *Application.* All employees, elected officials and appointed officials shall comply with the requirements of this Regulation.

3-4. *Purpose of Travel.* Travel should be for approved business purposes only and shall not be used for personal gain. Mileage cannot be claimed for staff meetings or as stated by the Tribal Ogema, Speaker or Recorder, or Chief Judge as may be appropriate.

3-5. *Responsibility of Traveler.* All travelers are responsible for complying with these policies and procedures and for the completion of the paperwork in order to obtain reimbursement. Mileage will be reimbursed only for miles actually driven by specific vehicles. Mileage will not be paid for trips not taken or for vehicles not driven: persons sharing a ride will not be paid mileage expenses that they did not incur.

3-6. *Type of Travel.* The easiest way to prepare a Travel Reimbursement Form is to determine which type of travel is being taken and complete the appropriate form. The type of travel and related forms are:

- a. Travel not including an overnight stay, and within 90 miles of the traveler’s departure address fill out the Travel Reimbursement Request.
- b. All other travel not including overnight stay and over 90 miles shall abide by Chapter 2, Travel Regulations requirements.

**Section 4. Procedures**

4-1. *General.* The following procedures must be used by all representatives of the Tribe when on Tribal business and utilizing a personally owned vehicle.

4-2. *Authorization.* A Mileage Reimbursement Request must be completed in full and signed by the traveler and their supervisor in order to begin the processing of the reimbursement. All incomplete forms will be returned to the traveler.

4-3. *Accounts Payable.* After the Mileage Reimbursement Request has been completed and authorized, the traveler will forward the form to Accounts Payable.

a. All Mileage Reimbursement Request forms must be turned into Accounts Payable no later than the 5<sup>th</sup> of the month for the prior month's mileage. Any exceptions must be authorized by the Tribal Ogema, Speaker or Recorder, or Chief Judge as may be appropriate.

4-4. *Standard Mileage Chart.* The Standard Mileage Chart attached to these regulations shall identify the allowable mileage for the locations identified in that chart.

4-5. *Mileage rates.* Reimbursements will not exceed the mileage rate as stated in the Federal Register. The mileage rate may be amended periodically as promulgated in the Federal Register. The Purchasing and Travel Department will notify employees of changes to the mileage rate in a timely manner for the time period claimed.

4-6. *GSA and Tribally Owned Vehicles.* Employees should always request a GSA or Tribally owned vehicle, but in cases where a GSA or Tribally owned vehicle is not available a traveler may use his or her own vehicle for business.

## **Section 5. Adoption; Amendment; Repeal**

5-1. *Adoption.* This Chapter is approved by the Tribal Ogema on March 9, 2004 and approved by the Tribal Council on March 10, 2004.

a. *Amendment.* The Ogema approved amendments on November 17, 2004 and approved by the Tribal Council by resolution # 04-1117-459. As further amended by resolution # 04-1218-526.

5-2. *Amendment.* This Regulation may be amended by the Accounting department, in accordance with the Constitution and any rules set forth governing amendment of regulations of the Little River Band of Ottawa Indians. Provided that, any amendments must be approved or adopted in the same manner as set forth in Section 5-1.

5-3. *Severability Clause.* If any provision of this regulation or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this regulation which can be given effect without the invalid provision or application, and to this end the provision of this regulation are severable.

5-4. *Compliance.* In regards to compliance with this regulation, substantial compliance with the 'spirit' of this regulation rather than complete compliance is acceptable.

5-5. *Sovereign Immunity.* Nothing in this Regulation shall provide or be interpreted to provide a waiver of sovereign immunity from suit of the Tribe or any of its governmental officers and/or agents.

5-6. *Effective Date.* This Regulation shall take effect on March 16, 2004, the amendments shall be effective upon approval by Tribal Council.

**Little River Band of Ottawa Indians  
Standard Mileage to Various Tribal Office Buildings**

Tribal Community Center to Health Center.....	1.1
Tribal Community Center to Downtown Offices.....	1.9
Tribal Community Center to Little River Casino Resort.....	7.0
Tribal Community Center to Gathering (Pow Wow) Grounds.....	6.9
Tribal Community Center to Newland Building.....	8.5
Tribal Community Center to Wastewater Treatment Facility.....	7.7
Tribal Community Center to East Lake Building.....	5.3
Tribal Community Center to Aki Maadziwin.....	9.1
Health Center to Tribal Community Center.....	1.1
Health Center to Downtown Offices.....	0.8
Health Center to Little River Casino Resort.....	5.9
Health Center to Gathering (Pow Wow) Grounds.....	5.8
Health Center to Newland Building.....	7.4
Health Center to Wastewater Treatment Facility.....	6.6
Health Center to East Lake Building.....	4.2
Health Center to Aki Maadziwin .....	8.0
Downtown Offices to Tribal Community Center.....	1.9
Downtown Offices to Health Center.....	0.8
Downtown Offices to Little River Casino Resort.....	5.1
Downtown Offices to Gathering (Pow Wow) Grounds.....	5.0
Downtown Offices to Newland Building.....	6.6
Downtown Offices to Wastewater Treatment Facility.....	5.8
Downtown Offices to East Lake Building.....	3.8
Downtown Offices to Aki Maadziwin.....	7.2
Little River Casino Resort to Tribal Community Center.....	7.0
Little River Casino Resort to Health Center.....	5.9
Little River Casino Resort to Downtown Offices.....	5.1
Little River Casino Resort to Gathering (Pow Wow) Grounds.....	0.1
Little River Casino Resort to Newland Building.....	1.5
Little River Casino Resort to Wastewater Treatment Facility.....	0.6
Little River Casino Resort to East Lake Building.....	4.9
Little River Casino Resort to Aki Maadziwin.....	2.0
Gathering (Pow Wow) Grounds to Tribal Community Center.....	6.9
Gathering (Pow Wow) Grounds to Health Center.....	5.8
Gathering (Pow Wow) Grounds to Little River Casino Resort.....	0.1
Gathering (Pow Wow) Grounds to Downtown Offices.....	5.0
Gathering (Pow Wow) Grounds to Newland Building.....	1.6
Gathering (Pow Wow) Grounds to Wastewater Treatment Facility.....	0.7
Gathering (Pow Wow) Grounds to East Lake Building.....	4.8
Gathering (Pow Wow) Grounds to Aki Maadziwin.....	2.1
Newland Building to Tribal Community Center.....	8.5
Newland Building to Health Center.....	7.4
Newland Building to Downtown Offices.....	6.6

Newland Building to Little River Casino Resort.....	1.5
Newland Building to Gathering (Pow Wow) Grounds.....	1.4
Newland Building to Wastewater Treatment Facility.....	1.7
Newland Building to East Lake Building.....	6.4
Newland Building to Aki Maadziwin.....	3.1
Wastewater Treatment Facility to Tribal Community Center.....	7.7
Wastewater Treatment Facility to Health Center.....	6.6
Wastewater Treatment Facility to Downtown Offices.....	5.8
Wastewater Treatment Facility to Little River Casino Resort.....	0.6
Wastewater Treatment Facility to Gathering (Pow Wow) Grounds.....	0.7
Wastewater Treatment Facility to Newland Building.....	1.7
Wastewater Treatment Facility to East Lake Building.....	5.5
Wastewater Treatment Facility to Aki Maadziwin.....	1.4
East Lake Building to Tribal Community Center.....	5.3
East Lake Building to Health Center.....	4.2
East Lake Building to Downtown Offices.....	3.8
East Lake Building to Little River Casino Resort.....	4.9
East Lake Building to Gathering (Pow Wow) Grounds.....	4.8
East Lake Building to Wastewater Treatment Facility.....	5.5
East Lake Building to Newland Building.....	6.4
East Lake Building to Aki Maadziwin.....	6.9
Aki Maadziwin to Tribal Community Center.....	9.1
Aki Maadziwin to Health Center.....	8.0
Aki Maadziwin to Downtown Offices.....	7.2
Aki Maadziwin to Little River Casino Resort.....	2.0
Aki Maadziwin to Gathering (Pow Wow) Grounds.....	2.1
Aki Maadziwin to East Lake Building.....	6.9
Aki Maadziwin to Wastewater Treatment Facility.....	1.4
Aki Maadziwin to Newland Building.....	3.1