

# YUOK INDIAN HOUSING AUTHORITY



## TRAVEL AND PER DIEM POLICY

**ALL TRAVEL AND PER DIEM OF THE YUOK INDIAN HOUSING AUTHORITY  
WILL FOLLOW FEDERAL REGULATIONS AND GUIDELINES.**

### **FORMS REQUIRED:**

There are two forms required for most travel situations.

These are:

- 1) The **‘Mileage Expense’** Form  
It is to be used for work related daily mileage and miscellaneous out-of-pocket expenses.
- 2) **‘Out of County Travel Advance’** Form  
It is to be used for all out of the area travel when per diem and special travel arrangements are necessary.

### **TRAVEL APPROVAL:**

#### **Staff Travel:**

The Executive Director must approve all staff travel within the state. The Executive Director and the Board of Commissioners must approve all travel out-of-state.

#### **Executive Director Travel:**

The Board of Commissioners must approve all Executive Director out-of-state travel.

### **SUBMITTING CLAIMS:**

Travel and expense claims are to be submitted before the end of the month in which the travel expense was incurred. Claims should be turned in at a rate of no more than once a week. Appropriate travel forms will be supplied for travel purposes. All travel claims must have the appropriate signatures before they can be processed.

### **TRAVEL ADVANCE:**

Advances for travel must be authorized. A period of 2 working days should be allowed to process a travel advance after the advance request is received. Travel advances **must** be cleared before the traveler receives payment on any travel claims or is eligible for any additional advances. If, after thirty days of the travel, a travel advance remains outstanding, it may be deducted from the travelers’ next compensation payment.

### **RECEIPTS:**

Receipts that are required in support of various items of expense (motels, airfare, car rental, etc.) will be arranged in chronological order and attached to the claim. Each receipt must show the date and nature of the claim. A receipt for more than one claimant must have the names printed

# YUROK INDIAN HOUSING AUTHORITY



## TRAVEL AND PER DIEM POLICY

clearly on the backside of the receipt and indicate the amount of claim per person. The claimant is responsible for securing all necessary receipts and for submitting them with the original claim.

### **REQUIRED TRAVEL INFORMATION:**

The following entries are required before an advance/expense claim will be paid. Claims that do not include the required information will be returned unpaid without processing.

**Name and Address:**

Include the name of the claimant and address to which payment will be mailed.

**Destination:**

The point to which the claimant traveled.

**Purpose/Persons Contacted:**

When appropriate, include the names of clients or persons contacted. The purpose should be as specific as possible.

**Date and Time of Departure and Arrival:**

Date and time traveler departed and date and time traveler returned to his/her point of departure (office, work-site, home, etc.). Circle A.M. or P.M.

**Odometer Reading:**

Odometer readings at the time of departure and return to work-site must be included or the base mileage chart will be used.

**Total Mileage:**

Mileage is computed by subtracting the beginning odometer reading from the ending odometer reading.

**Signature of Claimant:**

Self-explanatory

**Payment Authorized by:**

Executive Director or Department Director, or other authorized personnel.

**Pick up or Mail:**

Indicate whether you want payment mailed or held for pick-up. All payments will be mailed unless marked for pick-up.

### **PER DIEM SCHEDULE:**

**THE YIHA WILL USE THE FEDERAL TRAVEL GUIDELINES FOR ALL TRAVEL.**

**To qualify for per diem allowance you must:**

1. Have a travel authorization covering the period of travel.
2. Be more than 5 miles from your official station;
3. Be more than 5 miles from your residence.

# YUROK INDIAN HOUSING AUTHORITY



## TRAVEL AND PER DIEM POLICY

### **MEAL SCHEDULES:**

In order to determine eligibility for a meal allowance when traveling the following rules will apply:

- BREAKFAST:** Reimbursement will be allowed if travel begins before 7:00 am and extends past 9:00 am.
- LUNCH:** Reimbursement will be allowed if travel begins before 12:00 noon and extends past 2:00 pm.
- DINNER:** Reimbursement will be allowed if travel begins before 5:00 pm and extends past 7:00 p.m.

These rules apply to all one-day trips of more than 5 miles from the work-site or home and continuous travel where trips begin or end on a partial day, EXCEPT for travel between offices as noted below in “*Travel between Offices*” section.

### **TRAVEL BETWEEN OFFICES:**

Travel between YIHA offices, as a function of work responsibilities does not qualify for per diem or lodging. On occasion special prior arrangements can be made on a case-by-case basis as approved by the Executive Director.

### **MEALS PROVIDED IN REGISTRATION FEE:**

Meals that are provided in registration fee for conferences or seminars will be deducted from your per diem.

### **BUSINESS MEALS:**

As a rule, Business meals are not allowed. Under certain circumstances, with the appropriate prior written approval of the Executive Director, a business related meal can be authorized. No claims for reimbursement for business meals will be honored without prior approval.

### **SELECTING MODE OF TRANSPORTATION:**

Reimbursement will be made only for the method of transportation, which is in the best interest of the **YIHA**, considering both the amount of the expense as well as the traveler’s time. Comparison must be made between driving and flying, with selection being the less expensive of the two. If claimant chooses the higher of the two modes of transportation, the claimant will receive reimbursement only for what it would cost for the lower of the two modes of transportation.

Per Diem will only be paid for the number of days it is required to do the lesser of the two modes of travel.

# YUROK INDIAN HOUSING AUTHORITY



## TRAVEL AND PER DIEM POLICY

### **TRANSPORTATION BY AUTOMOBILE:**

A YIHA vehicle must be used whenever possible. The Executive Director must approve use of a private vehicle by staff. The Board of Commissioners must approve use of a private vehicle by a Commissioner.

Where a claimant is authorized to operate a privately owned automobile, mileage reimbursement will be allowed. The mileage reimbursement is to follow current federal guidelines.

Claimants who cannot drive, and are on authorized **YIHA** business and pay someone to drive them, may with prior arrangement with the Executive Director, Department Director/Immediate Supervisor and the **bookkeeper** be reimbursed. The driver must have a valid California driver's license and proof of insurance on file prior to driving.

### **OTHER TRANSPORTATION:**

**MILEAGE REIMBURSEMENT RATES WILL FOLLOW ALL FEDERAL REGULATIONS AND GUIDELINES**

**CLAIMANT IS TO ATTACH A COPY OF THE CURRENT FEDERAL REIMBURSEMENT RATE SCHEDULE WHEN SUBMITTING ANY TRAVEL ADVANCE OR REQUEST FOR REIMBURSEMENT.**

### **COMMERCIAL AUTOMOBILE RENTAL:**

Rental of an automobile must have the prior approval of the Executive Director and must be supported by a receipt.

### **COMMERCIAL AIR TRAVEL:**

When air travel is the most appropriate mode of transportation, reimbursement will be made for actual costs, supported by a receipt. Interstate air travel requires the prior approval of the Executive Director. Out-of-State air travel requires the approval of the YIHA Board of Commissioners and the Executive Director.

### **TRAVEL FROM CLAIMANT'S HOME:**

When claiming the Commissioner's or employee's home as a point of departure, the amount of miles claimed must be less than the amount of miles from the Commissioner's or employee's work site to destination. The rule is "whenever is the lesser claim of the two".

### **TRAVEL TO A HIGH RATE GEOGRAPHICAL AREAS (HRGA):**

When traveling in a High-Rate Geographical Area (HRGA) lodging receipts are required and must be turned in to the Fiscal Department with your travel claim.

# YUROK INDIAN HOUSING AUTHORITY



## TRAVEL AND PER DIEM POLICY

You will receive the amount of your lodging plus meals up to the maximum HGRA amount in effect at the time of travel. The HGRA amount will be determined by the federal travel policy.

### **LODGING:**

Expense for lodging must conform to the Federal guidelines adopted by the **YIHA**. All lodging expense above the approved rate becomes the responsibility of the traveler.

### **LONG DISTANCE TELEPHONE CALLS ON TRAVEL STATUS:**

Every traveler is allowed a 5-minute personal call every day or 15 minutes every third day to a maximum charge of \$15.00. It is the responsibility of the traveler to inquire as to the rate per minute charged by the establishment and/or the telephone company. There will be no charge to the traveler for calls made to the YIHA or Yurok Tribal offices.

C\*E\*R\*T\*F\*I\*C\*A\*T\*I\*O\*N

This is to certify the Travel and Per Diem Policy of the Yurok Indian Housing Authority was approved at a duly called meeting of the Board of Commissioners on April 13, 2009 at which a quorum was present and the Travel and Per Diem Policy was adopted by a vote of 6 For, 0 Apposed, and 0 Abstentions.

---

Wanda Green, Chairperson  
Yurok Indian Housing Authority Board of Commissioners

ATTEST:

---

Sherri Reece, Secretary  
Yurok Indian Housing Authority Board of Commissioners