

# LUMBEE TRIBE OF NORTH CAROLINA

CLLO-2008-0522-01

DATE: MAY 22, 2008  
AMENDED: OCTOBER 16, 2008

## TRIBAL COUNCIL TRAVEL ORDINANCE

**WHEREAS**, The Lumbee Tribe of North Carolina ("Lumbee Tribe") is a recognized American Indian Tribe of the State of North Carolina, subject to the Constitution of the Lumbee Tribe of North Carolina ("Tribal Constitution") and its inherent powers of self-government;

**WHEREAS**, Article VII, Section 1 of the Tribal Constitution delegates all legislative authority to the Tribal Council of the Lumbee Tribe of North Carolina ("Tribal Council"); and

**THEREFORE**, Be it enacted by the Tribal Council of the Lumbee Tribe of North Carolina this ordinance that shall be cited as "**TRIBAL COUNCIL TRAVEL ORDINANCE.**"

### SECTION 1: STATEMENT

The Tribal Council recognizes that members of the Tribal Council, appointees, employees, volunteers ("traveler") may of necessity travel in order to fulfill their duties. The Tribal Council also recognizes the need to establish procedures that govern travel authorization, advance payment, documentation and record retention and reimbursement. Such procedures shall be fair, operational and programmatic. These procedures assure that the traveler is accountable for the use of Tribal funds and that the Tribe exercises prudent fiduciary responsibility.

The purpose of this Travel Ordinance is to establish the procedures necessary to implement and administer travel both within and outside the Tribe's service area. The following procedures are intended to establish the methods of travel: 1) authorization, 2) advance payment, 3) documentation and record retention and 4) reimbursement.

### SECTION 2: APPLICABILITY

The Tribal Council Travel Ordinance is applicable to any traveler (as defined in Section 1: Statement). Each traveler agrees to follow the procedures outlined within this ordinance.

### SECTION 3: LOCAL AND OTHER TRAVEL

"Local Travel" is defined as travel for business purposes within the Tribe's service area.

"Other Travel" is defined as travel for business purposes outside the Tribe's service area.

1. The Tribe will reimburse mileage at the established tribal travel regulation rate for pre-approved Local Travel of all travelers contingent upon submission of all required documentation which shall not exceed federal travel regulations.
2. Vehicle rental for Local Travel for all travelers is prohibited.

3. The Tribe will not reimburse employee standard commuting expense.
4. Local Travel via Tribally-owned vehicles shall be limited to tribal business only.

#### **SECTION 4: TRAVEL EXPENSES**

The policy of the Tribe is to cover all applicable and reasonable costs associated with authorized travel.

##### **a. Travel Advance**

1. The maximum travel advance authorized will include registration fees, applicable and allowable per diem for meals, lodging costs, and mileage/vehicle rental charges (including rental car insurance).
2. Forfeited travel requires repayment of all travel advance payment within ten (10) business days of notification of the inability of the traveler to participate or the concluding date of the travel event, whichever comes first. Exceptions are the purview of the Tribal Administrator.

- b. Travel Advance funds in excess of actual expense must be repaid within ten (10) business days of the completion of the travel. Failure of a tribal council member to comply will result in stipend reduction.

Per diem is issued to travelers in travel status overnight or more than a 24 hour period. Rate of per diem is based on the location of travel and the current federal travel regulation rate. Reference source:

[http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC)

#### **SECTION 5: CREDIT CARDS**

Local Travel and Other Travel are subject to the Tribal Council "Credit Card Ordinance."

#### **SECTION 6: TRAVEL COORDINATION**

##### **a. Mileage**

Mileage will be paid at a per mile basis at the current tribal travel rate and shall not exceed the rate established by the federal government. The current rate shall be accessible via the appropriate federal government web site. Tribal employees are encouraged to use tribal owned vehicles when traveling when feasible rather than using their personal vehicles.

##### **b. Other Travel Means**

The Tribal Administrator/Designee shall designate an appropriate Tribal employee or certified travel agent to arrange all travel for travelers. The *employee* shall serve the function of identifying reasonable and cost-effective mode of travel, mileage, mileage reimbursement, air carrier, airfare, consideration of alternative travel means (personal vehicle, rental car, airplane, train, bus, etc) and coordinating these and other travel variables with the individual traveler. The selection of the appropriate Tribal employee will involve all departmental directors at the leadership of the Tribal Administrator. The selection of an *external agent* will be through the Tribal Procurement and Request For Proposal policy.

Vehicle rental charges will only be reimbursed when vehicle rental is necessary for commute to the site of the conference. Rental vehicles are NOT authorized for personal use.

#### **SECTION 8: TRAVEL BY MEMBERS OF THE EXECUTIVE, JUDICIAL OR LEGISLATIVE BRANCHES OF TRIBAL GOVERNMENT**

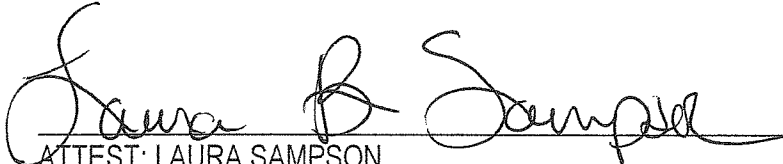
1. The policy of the Tribe is that all travelers including members of the Executive, Judicial and Legislative branches of government must submit a "Request for Official Travel Form", a "Request For Advance Payment Form" and a "Request For Reimbursement Form".
2. The agent to whom each branch submits these forms and the affirmation process are distinct to each branch and are described below:
  - a. **THE LEGISLATIVE BRANCH:** The Legislative Branch consists of the elected members of the Tribal Council. While individual Tribal Council members are empowered with autonomy in making travel decisions, the following framework of decision-making applies:
    1. It is not considered reasonable that Tribal Council members elect to participate in Local or Other Travel if the Tribal Council member has no clear committee responsibility to the travel event or if the Tribal Council member has not been active in the issues being addressed by the travel event.
    2. Tribal Council standing committees to whom travel events have been related will review the Local or Other Travel activity and propose participation to the entire Tribal Council along with a roster of proposed attendees.
    3. Travelers shall present a packet of materials and information learned to the Tribal Council and other interested parties of the Tribal government and Tribe within ten (10) business days of returning from said travel.
    4. Tribal Council members shall pay all expenses for relatives/friends as related to travel to and from tribal events within 10 days before departure for event.


#### **SECTION 9: ANNUAL PUBLIC NOTIFICATION REGARDING TRIBAL LOCAL OR OTHER TRAVEL**

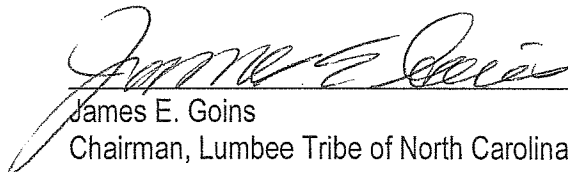
The Tribal Comptroller shall detail all Local and Other Travel events, participants, and total trip expense and shall provide such information as requested by enrolled tribal members.

**CERTIFICATION  
AMENDED: OCTOBER 16, 2008**

THIS "TRIBAL COUNCIL TRAVEL ORDINANCE", CLLO-2008-0522-01, ADOPTED AT A MEETING OF THE 21-MEMBER TRIBAL COUNCIL OF THE LUMBEE TRIBE OF NORTH CAROLINA WHERE 21 MEMBERS WERE PRESENT, CONSTITUTING A QUORUM, THIS THE 16TH DAY OF OCTOBER, 2008 BY A VOTE OF 21 FOR, 0 AGAINST, 0 ABSTENTION(S).

  
\_\_\_\_\_  
ATTEST: LAURA SAMPSON  
Speaker, Tribal Council of the Lumbee Tribe of North Carolina


  
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ATTEST: FRANCES CHAVIS  
Secretary, Tribal Council of the Lumbee Tribe of North Carolina

  
\_\_\_\_\_  
James E. Goins  
Chairman, Lumbee Tribe of North Carolina

Date

**POSTING  
AMENDED: OCTOBER 16, 2008**

This "TRIBAL COUNCIL TRAVEL ORDINANCE," CLLO-2008-0522-01, duly posted on this the 9 day of ~~October,~~  
2008. March, 2009.

  
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Ruth B. Locklear  
Tribal Clerk, Lumbee Tribe of North Carolina

**ROLL CALL VOTE RESULTS TO AMEND  
CLLO-2008-0522-01, "TRIBAL COUNCIL TRAVEL ORDINANCE"  
21 YES, 0 NO, 0 ABSTENSION(S)**

District 1:	Audrey Revels Hunt	YES
District 2:	Sharon Hunt	YES
	Larmari Louise Mitchell	YES
District 3:	Laura B. Sampson	YES
	Pam Spaulding	YES
District 4:	Helen H. Locklear	YES
District 5:	Kernice Lee Locklear	YES
	John Lowery	YES
District 6:	Frances Chavis	YES
	Larry Anthony Chavis	YES
District 7:	Ray Littleturtle	YES
	James Harold Locklear	YES
	Wendy Moore-Graham	YES
District 8:	Steve Sampson	YES
District 9:	James Taft Smith	YES
District 10:	Bradley McMillian	YES
District 11:	Richard Locklear	YES
District 12:	Furnie Lambert	YES
	Shelley Strickland	YES
District 13:	Ricky Burnett	YES
District 14:	Welford Clark	YES