

LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS
Ziibimijwang Allowable Cost Policy

PURPOSE

The purpose of this policy is to establish guidelines, for approval, advance and reimbursement procedures for allowable costs and mileage expenses associated with Ziibimijwang.

DEFINITIONS

“Agricultural Assessment Work-group” or “AAWG” is the Ad hoc Tribal Council Committee responsible for the implementation of the farm plan and makes recommendations to Tribal Council.

“Ziibimijwang.” or “Tribal Farm” means the 312 acre farm, located at 5055 Gill Road, Carp Lake, Michigan.

POLICY

All payments for expenses or reimbursements shall be submitted to the AAWG Chairperson for approval and shall be contingent upon budget and fund availability.

AUTHORIZATION:

The Legislative Leader, Legislative Office Manager or Tribal Treasurer shall be the authorized signatory and will be responsible for approval and signing of all expense, reimbursement and mileage forms (i.e. Travel Authorization, Closeout, Purchase Requisitions, etc.)

LTBB Accounting Department shall process and remit payment of pay advance and/or reimbursement of expenses to the Legislative Office for distribution in accordance with this Policy.

EXPENSE GUIDELINES

In order to keep expenses at a minimum and obtain the most advantageous price for expenses, the following shall apply:

Ziibimijwang Allowable Cost Policy-passed by Tribal Council 08/21/14

