# 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:

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- 1. Estimates of labor, material costs and repairs: Estimates shall be obtained and approved by the AAWG prior to the incurrence of expenses if possible. In all cases where the expense is going to exceed \$1000.00, it must have prior approval from the AAWG.
- 2. Incurred Expenses and Advances: If expenses are either incurred or monies advanced, in order to not be held personally liable, a receipt for the expenses must be approved by the AAWG.
- 3. Mileage expenses: Mileage will only be paid for AAWG approved activity. Carpooling, if possible, will be utilized. Mileage is limited to \$100.00 per day without prior approval of the AAWG.
- **4.** Any payment for travel expenses, including mileage, shall follow the Little Traverse Bay Bands of Odawa Indians Legislative Branch Travel Policy.

## **RECOVERY**

Any monies due back to the Tribe that have not been reimbursed within 30 days may be deducted from the individual's payroll or stipend, with prior notice.

If the individual is no longer on Tribal Council or if an employee resigns or is terminated and has an outstanding travel advance(s), the amount of the travel advance will be deducted from their final paycheck and held until a closeout is received.

Individuals affected by this Policy shall receive a copy of the Policy, read and sign a form indicating that they understand and agree to the terms and conditions of the Policy, and return such form to the Legislative Office.

# **AMENDMENT**

Little Traverse Bay Bands of Odawa Indians Legislative Travel Procedures Policy shall be updated at the discretion of the LTBB Tribal Council to meet the Legislative Branch business needs.

This Policy was approved by Tribal Council on:

| Julie Shananaquet, Tribal Council Secretary | Date

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