




**NINETEEN TRIBAL NATIONS WORKFORCE INVESTMENT BOARD**  
**Workforce Investment Act**

February 25, 2013

To: NTNWIB  
NTN Directors  
NTN MIS Task Force  
NTN Executive Director  
NTN Performance Consultant

From: Patrick Andrews   
NTNWIB Chairman

Subject: Nineteen Tribal Nations Workforce Investment Board  
NTN\_POL\_006 – Travel Policy

The attached Travel Policy was approved by the Nineteen Tribal Nations Workforce Investment Board (NTNWIB) in the December 3, 2012 board meeting.

The policy is effective immediately.



## NINETEEN TRIBAL NATIONS WORKFORCE INVESTMENT BOARD

### Workforce Investment Act

#### **Background**

The NTNWIB money is administered by a Tribe within the NTNWIA outlined in a signed Agreement between the NTNWIB and the Tribe. The Tribe may periodically change, and it is essential that the NTNWIB has an approved "Travel Policy".

#### **Purpose**

To have a standardized "NTNWIB Travel Policy" that is easily understood and that is applicable to anyone submitting a travel reimbursement request.

#### **Applicable Reimbursement Amounts**

Federal per diem rates for mileage, hotel and meals will be used; however, they will be slightly modified depending on times of travel.

#### **Reimbursement Eligibility**

NTNWIB Members and NTNWIB Staff may receive travel reimbursement for attendance at NTN Program Directors' Meetings, NTNWIB Meetings, and other NTN-related meetings, or special meetings when prior approval has been received.

Non-NTNWIB Members may request travel reimbursement for attendance at NTN Committee Meetings with prior approval.

#### **Other Payments**

The NTNWIB travel funds may be used to pay for meeting space and hotel rooms for any NTN meeting.

#### **Process**

To receive reimbursement, the following forms must be submitted to the NTNWIB Executive Director within thirty (30) days following the last day of travel in a month or for a single trip:

- NTN Travel Reimbursement Request

- NTNWIB Travel Expense Log for Reimbursement

Both forms must be legibly completed and signed.

Per diem and lodging amounts are not to be entered.

Other documents that must be included when applicable are:

- Hotel receipts

- Registration receipts

- Car rental receipt

- Gas receipts when using a rental vehicle, or a Tribal vehicle

- Other receipts; e.g., airport parking, airport shuttle, taxi, etc

- Meeting, conference, or workshop agendas

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**Rental Vehicle Reimbursement**

Reimbursement for rental vehicle costs may be applicable if:

- The Tribe requires travel in a rental vehicle;
- Personal vehicle is inoperable, and pre-approval is received;
- Reimbursement will be for a compact car;
- If the rental vehicle is larger than a compact car, reimbursement will only be for the amount of a compact car rental.

**Meal Reimbursement**

Reimbursement for meals is applicable as follows:

- Breakfast: Departure from origination before 7:00 am
- Lunch: Departure from origination before 11:00 am
- Dinner: Departure from origination before 6:00 pm

When in travel status during the above hours, appropriate reimbursement for meals will be approved.

**Return Travel**

The return trip must begin no later than 8:00 am.

**Reimbursement**

All travel claims will be approved by the NTNWIB Chairperson, or the Chairperson's designee.



## NTN TRAVEL REIMBURSEMENT REQUEST

I, \_\_\_\_\_, request reimbursement for associated expenses incurred for attendance at:

[ ] Program Directors' Meeting on \_\_\_\_\_ in \_\_\_\_\_  
(date) (location: city/state)

[ ] NTNWIB Meeting on \_\_\_\_\_ in \_\_\_\_\_  
(date) (location: city/state)

[ ] SOC Meeting on \_\_\_\_\_ in \_\_\_\_\_  
(date) (location: city/state)

[ ] YAC Meeting on \_\_\_\_\_ in \_\_\_\_\_  
(date) (location: city/state)

[ ] Conference Committee Meeting on \_\_\_\_\_ in \_\_\_\_\_  
(date) (location: city/state)

[ ] Other: \_\_\_\_\_  
(list name of meeting/seminar/conference, etc)

on \_\_\_\_\_ in \_\_\_\_\_  
(dates) (location: city/state)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**DO NOT WRITE BELOW THIS LINE - ADMINISTRATIVE USE ONLY**

[ ] I Concur

[ ] I Do Not Concur

\_\_\_\_\_  
**Sandy L. Johnson, Cocopah Vocational Training Center**

\_\_\_\_\_  
**Date**

**NINETEEN TRIBAL NATIONS WORKFORCE INVESTMENT BOARD  
TRAVEL EXPENSE LOG FOR REIMBURSEMENT**

Name	Address & Telephone	Purpose of Travel:  Meeting Location:
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This Travel Log, NTN Travel Reimbursement Request Form, and original hotel receipts are due no later than 30 days after completion of travel. Late submittals **WILL NOT** be processed for reimbursement.

Travel Date	Trip Start Time	From Exact Location (Street address & city)	To Exact Location (Street address & city)	Trip End Time	Odometer Start	Odometer End	Trip Miles	Per Diem	Lodging

Social Security #	Driver's License #	Vehicle License Plate #
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Signature \_\_\_\_\_

<p>A. Physical location of departure and arrival are required.          B. Attach receipts for any public transportation (airline, bus, taxi, etc).          C. If a Tribal Government vehicle is used, original gas receipts are required.          D. Submit the Travel Expense Log for Reimbursement, NTN Travel Reimbursement Request Form, and Original Hotel Receipts.          E. Per diem allowance is based on Federal rates in the respective travel area.          F. <b>Do not enter anything in the Per Diem &amp; Lodging columns.</b>          G. Attach agendas for the meetings for which you are claiming travel.          H. Be sure to sign the Travel Expense Log for Reimbursement, and the NTN Travel Reimbursement Request Form.          I. Submit all forms to:              Ron Trusley, NTN/WIB Executive Director              4206 S 62 Ln              Phoenix AZ 85043          J. Questions: Call Ron Trusley at (602) 510-9671</p>
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