



ANB – ANS  
JUNEAU, ALASKA – September 2015

Resolution #15-25

Title: TRAVEL EXPENDITURE

WHEREAS, ANB and ANS requires conservative and prudent use of each organization's funds and requires each officer to ensure responsibility and approval of travel expenditures that are necessary and fiscally prudent; and

WHEREAS, the ANB and ANS Grand Treasurer shall keep an on-going, organized record of all transactions, following Generally Accepted Accounting Practices (GAAP);

NOW BE IT THEREFORE RESOLVED that ANB Camp 70 call for Grand Presidents to add these guidelines by way of Executive Order until a bylaw can be adopted by the Grand Camp and that Grand Camp assembled in October 2016.

FURTHER RESOLVED, that all reasonable and necessary precautions related to expenditures is hereby authorized and Grand Officers, as fiduciaries to their respective entities, shall be responsible for protecting funds of the Grand Camp and are not authorized to compensate themselves for services in all cases, or requesting M&IE/per diem from the ANB or ANS if requesting such reimbursement from others (Grand Presidents may always disallow or reduce amounts in this guideline in the best interest of the ANB or ANS); and

\_\_\_\_\_  
Marcelo Quinto, President

ANB Camp 70

Attest: \_\_\_\_\_ Meeting Secretary

## EXPENSES AND REIMBURSEMENTS

ANB Grand Camp's (here after referred to as the organization) Alaska Native Brotherhood (ANB) and Alaska Native Sisterhood (ANS) executives and grand officers receive no payment for their services. With authorized approval, they may be reimbursed for out-of-pocket expenses incurred on authorized travel.

### Travel and Related Expenses

Travel reimbursement will be paid only upon compliance with the organization's policy provisions and approval requirements. Executives and grand officers shall only be reimbursed for work-related travel that is directly related to and within the scope of the executive or officer's current work responsibilities. Executives and officers shall only be reimbursed for travel that:

- A. Is directly related to and within the scope of the executive or officer's current responsibilities and/or ANB Grand Camp's mission.
- B. Is educationally necessary and fiscally prudent, and for the organizations professional development.
- C. Has been pre-authorized by a majority of the full voting members (call of vote during an official ANB grand officer meeting.)

As described in this policy, ANB Grand Camp travel expenditures include, all costs for transportation to and from the event, meals (M&IE), lodging, and registration or conference fees.

### Car Rental

ANB Grand Camp shall bear costs for car rentals during an event, with a stated need, and other Grand Camp attendees will be accommodated at the travel event with the rented car. Rental is allowed on shared-bases and must be accompanied with renter's insurance. ANB Grand Camp is not to be held responsible for any car rental mishaps.

### Mileage Reimbursement Rate

Mileage reimbursement rate will be equal to that of the federal Internal Revenue Service mileage reimbursement rate of (\$0.00) per mile.

### Travel Advances are Banned (we need to decide for sure)

Authorized traveler shall not receive an amount for travel and travel-related expenses in advance of the travel.

### Travel Payment

Travel payments will be paid only upon compliance with the organization's policy provisions and approval requirements.

Meals and Incidentals (M&IE, formerly referred to as "per diem") will be actual reasonable costs, not to exceed the federal approved rates found on:

<http://www.gsa.gov/portal/content/101518> and must be authorized by both ANB and ANS Grand Presidents and in conformity with the approved convention budget.

- A. Receipts are required for hotel expenses and travel arrangements. Hotel cost will be that of medium cost range and shall not be excessive. Meal expenses are covered under the M&IE allowance and do not require receipts.
- B. Payment or reimbursement is approved for the full cost of an official convention meal that the authorized traveler attends, when the meal is scheduled as an integral part of the convention or conference proceedings. If a meal is included in the registration fee, the M&IE will not be paid. (we need to think about convention and our meals)
- C. No reimbursement will be issued without submission of written documentation such as receipts, checks and vouchers detailing the amount of each expenditure. Such documentation must be submitted within (90 days).
- D. ANB Grand Camp shall specify in its travel policy the applicable restrictions and requirements including, but not limited to, types of travel, methods of transportation, mileage allowance, M&IE, and submission of supporting documentation including receipts, checks, vouchers and "purpose of travel" report.
- E. ANB and ANS executives and officers shall:
  - 1. provide within one month (or other reasonable time specified by ...), a report that includes, as appropriate, but may not be limited to, a description of the primary purpose for the travel, and a summary of the goals and key issues that were addressed at the event and their relevance. This report will be distributed and presented at (next official meeting).
  - 2. recuse from voting on travel if a member of his/her immediate family, or a business organization in which he/her has an interest, has a direct or indirect financial involvement that may reasonably be expected to impair his/her objectivity or independence of judgment.
  - 3. not act in his/her official capacity in any matter in which he/she or a member of his/her immediate family has a personal involvement that is or creates some benefit to him/her or immediate family member.
  - 4. travel only upon prior approval by a majority of the full voting members and that the travel shall be in compliance with scope of mission.
- F. Work effort: an ongoing requirement of travel is provisions of written reports outlining the work done, accomplishments and observation. The traveler seeking reimbursement will file the report with their respective Grand President and the Grand Treasurer who is responsible for reimbursement of funds within 30 days and prior to reimbursement. If funds are advanced it is due thirty calendar days after advance is provided.

#### Penalties

A Grand Camp executive or officer who travels in violation of the organization's policy, bylaw or mission statement shall not be reimbursed.

Cross References: (list appropriate policies)

Key Words Reimbursement, Expenses, M&IE, meals and incidentals, per diem