

TRAVEL EXPENSE STATEMENT GUIDELINES FOR E-ENTERPRISE FOR THE ENVIRONMENT

- **TRAVEL EXPENSE STATEMENTS** should be submitted **within ten (10)** working days after travel status has ended.
- Only travel expenses associated with E-Enterprise for the Environmental activities will be reimbursed to officially recognized Tribal representatives.
- Alternate Tribal representatives may seek reimbursement for travel expenses based on the following. The official Tribal representative must designate the alternate in writing and the letter must accompany each request for reimbursement.
- Travel expenses will be reimbursed consistent with the allowed Federal rates for per diem, lodging, and mileage.

REIMBURSEMENTS FOR TRAVEL ARE LIMITED TO THE FOLLOWING EXPENSES:

- 1) **Mileage*** expenses for use of a personal automobile will be reimbursed at the allowed federal rate.
**In the event a traveler chooses to drive a personal automobile instead of commercial travel, an itinerary must be obtained from a travel agent indicating the cost of airfare. The itinerary must be submitted as an attachment to the travel expense statement and reimbursement will be determined by the lesser value (airfare VS. mileage)*
- 2) **Reasonable Transportation** (parking, toll fees, taxi, or shuttle) expenses incurred during the term of the trip for travelling to and from meeting sites.
- 3) **Lodging** will be limited to the allowed federal rates; all other charges will be considered “out of pocket” expenses.
- 4) **Commercial Airfare**, an itinerary showing cost should be included.
- 5) **Per Diem** will be reimbursed consistent with the federal rate for the area.
- 6) **Miscellaneous Travel Fees Such as:** luggage fees, travel/booking fees, parking fees, shuttle services, etc.

TRAVEL EXPENSE STATEMENT CHECKLIST

___ 1. General Information:

- A) Name of Traveler
- B) Name of Tribe
- C) Mailing Address of Tribe (including city, state, and zip code)

___ 2. Travel Information:

- A) Date and time of Departure/Return
- B) Airfare expense
- C) Mileage Expense (i.e. mileage to and from airport when driving a personal automobile)
- D) Taxi Expense
- E) Lodge Expense
- F) Indicate Quarters in travel status
- G) Per Diem (indicate amount for each day in travel status)
- H) Other Amount (i.e. tolls, parking, etc.)

___ 3. Details of Mileage and Other Expenses

- A) Provide description of other expenses (i.e. # of miles X mileage rate, tolls, parking, etc.)
- B) Provide description of trip purpose

___ 4. Original Signatures

- A) Tribal Representatives
- B) (or) Officially designated alternate

___ 5. ****Receipts****

All original/copy of receipts must be attached to the expense statement. We cannot process any requests submitted without proper documentation. If your accounting procedures require original receipts, we will accept copies.

CHEROKEE NATION ENVIRONMENTAL PROGRAMS E-ENTERPRISE FLIGHT ASSISTANCE GUIDELINES

The Flight Assistance is a service that Cherokee Nation is providing to Tribal Representatives that are burdened with paying for their flights upfront. Tribal Representatives are more than welcome to book their own flights, in which case Cherokee Nation can reimburse for. The guidelines for the Flight Assistance are strictly for the budgeting purposes of the grant and the timing constraints on our travel coordinators.

- 1) Flights should be requested by the Tribal Representative **3 weeks prior** to E-Enterprise events. This gives Cherokee Nation's travel department ample time to get the flights booked in a timely manner.

****Flights cannot be booked the week before the upcoming trip.**

- 2) The Flight Request Form should be **filled out in its entirety**. There should be no blanks on the Flight Request Form. All preferences made by the Tribal Representative will be taken into consideration, but not guaranteed.

** For example the “first choice”, “second choice” and “third choice” should be filled out.

- 3) **Cost** is to be considered while booking flight requests. Booking the most expensive flight is not cost effective. (Cherokee Nation only has so much money allotted for flights.)
**For example if there is a United Airlines flight for \$520 and a Delta flight for \$1,000 with nearly the same time frames of arriving to the said destination Cherokee Nation would have to go with the United Airlines flight.
- 4) If there is a need for a **flight cancelation** please contact:
Chelsea Jones chelsea-jones@cherokee.org or (918) 316-5994
Jason White jason-white@cherokee.org or (918) 316-4081
Laura Adair laura-adair@cherokee.org or (918) 453-5306
- 5) Cherokee Nation is not able to add any **flight miles** to any reservation
- 6) **Seat Selection** will be based on the most cost effective seating.