

Fleet Fund Travel Policy - 9890

Purpose: The purpose of this policy is to establish a rate and a process for the use of the Tribal vehicles. This rate is applicable to the newly purchased travel vehicle and the use of the Traverse, outside of Council using it. Vehicles that are utilized within a department should be utilized and expensed within that department.

Usage:

Any employee that is traveling for work related activities must request the use of the Tribal vehicle before using his or her personal vehicle, this isn't applicable to trips to the airport which would require the vehicle to stay overnight. Requests to use the vehicle(s) should be made to Andrea Kinney at the front desk of the Tribal Office. Requests will be granted on a first come, first serve basis. The vehicle should be returned in a similar condition to how it was received, as far as fuel level and cleanliness is concerned. There should be no trash or crumbs in the vehicle when it is returned. Accidents happen, but everything must be cleaned up before it is returned. The fuel level should be full for the next person; hence, the vehicle should always be returned filled.

Reporting Requirements:

Any issues with the vehicle must be reported as soon as possible. This will allow the staff to coordinate repairs in a timely fashion and should help avoid any potential hazardous situations from occurring.

Internal Billing:

Any fuel purchased for travel in this vehicle should be charged to: 9890.0000/5970.000. That amount should be broken out and charged separately on the check request form included with the travel statement. The Fleet Fund will charge the same rate that is established for personal travel for work, the current rate being .545 per mile, which will be recorded in the fund as recoveries. The individual utilizing the vehicle will need to identify the program or fund to be charged for the travel and must fill out the Vehicle Utilization Form. The Vehicle Utilization Form(s) will be compiled at the end of each month to allocate the recoveries into the Fleet Fund. The example below outlines how this process will work.

Example:

The employee (Jane) utilizes the vehicle for 100 miles of travel. The vehicle gets 20 miles per gallon and fuel costs \$3.00 per gallon. Jane burns 5 gallons of fuel (100/20) which costs her \$15 to fill up ($\$3.00 * 5$ gallons). Jane expenses that \$15 separately on her travel check request to 9890.0000/5970.000, she will still be reimbursed; however, the fleet fund will be charged for the fuel. Everything else will be business as usual on the travel form.

Separately, when she returns the key to the Tribal Office, Jane must fill out the Vehicle Utilization Form. The Vehicle Utilization Form will require verification of the total miles traveled and the program to be charged. The Vehicle Utilization forms will be sent to Accounting on a monthly basis, or a schedule identified by the Accounting department, to book the recoveries and charge the programs. In this example, Jane's program would be charged \$54.50 ($100 * .545$). A copy of the Vehicle Utilization Form should be included with the travel package, for informational purposes.