

## **No Child Left Behind School Facilities and Construction Negotiated Rulemaking Committee**

Title: Travel Policy for Committee Attendance at Meetings or Conferences  
Effective: July 1, 2010  
Expires: When Committee Dissolves

### 1. Purpose

The purpose of this policy is to inform the No Child Left Behind School Facilities and Construction Negotiated Rulemaking Committee, referred to as the “Committee”, the policies and procedures of the travel funds made available to assist Committee attendance at meetings or conferences where a member is not already attending.

### 2. Scope

This policy applies to the primary tribal Committee members. It applies to authorized travel where a Committee member is representing the Committee to share information on the Committee’s work and to receive input from stakeholders and constituents.

### 3. Authority

- A. The Federal Advisory Committee Act (5 U.S.C. App. 2).
- B. The Federal Travel Regulations (41 CFR 300-304).
- C. The Bureau of Indian Affairs – Facilities Construction (25 U.S.C. 2005(a)(5))
- D. The Bureau of Indian Affairs – Regional Meetings and Negotiated Rulemaking (25 U.S.C. 2018)

### 4. Policy

Committee travel will be considered for approval at the discretion of the Co-Chairs. Travel costs are to be paid by the United States Government through the facilitation team, the Consensus Building Institute (CBI). Co-Chairs will determine who is scheduled to attend meetings and only to reimburse for travel to meetings or conferences where:

- A. A committee member is not already attending, and
- B. It is directly relevant to the Committee’s work.

### 5. Roles and Responsibilities

**The Committee Co-Chairs** is responsible for providing discretionary approval of proposed travel on behalf of the Committee to attend conferences and/or meetings that cannot otherwise be funded.

**The Committee Member** is responsible to speak for the Committee to share information on the Committee's work and to receive input from stakeholders and constituents. The Committee member is expected to report their findings with the Committee at the next scheduled meeting or a report to the Committee.

**The Consensus Building Institute** is responsible for travel reimbursement to the Committee member upon receipt of travel receipts and expenses in accordance with the FTR.

## 6. Definitions

**Lodging expenses** – Expenses incurred for lodging that are reimbursable. Lodging reimbursement may not exceed the established federal government's maximum allowances for hotels in a particular area.

**Mileage allowances** – Committee members using a privately-owned vehicle when it is advantageous to the Committee in performing official travel will be reimbursed at the current 2010 federal reimbursement rate of \$0.50 cents per mile, not to exceed 800 miles round trip. Committee members who are authorized to use tribal owned vehicles will not be allowed to claim mileage as a reimbursable expense.

**Per diem allowance** – Per diem allowance is a daily payment instead of reimbursement for actual expenses for meals. Per diem will be based on Government per diem rate for locality. The Government per diem rate on travel days is 75 percent of the full per diem for the locality.

**Privately owned vehicle (POV)** – Any vehicle (such as an automobile or motorcycle), operated by an individual that is not owned or leased by a tribal Government agency and is not commercially leased or rented by a Committee member under a Government rental agreement, used in connection with authorized Committee travel.

**Transportation expenses** – Expenses incurred for commercial bus, air, rental car, or rail fares that are reimbursable in addition to the per diem allowance. Transportation expenses also include local transit system and taxi fares, cost of commercial rental and other special conveyances, mileage and other allowances for use of privately owned vehicles, including fees for parking, etc.

## 7. Procedure

These procedures are for the processing of authorized Committee member travel to attend meetings or conferences where a member is not already attending. The authorized total budget will not exceed \$5,000.

- A. A Committee member must receive authorization from the Co-Chairs to be reimbursed for travel expenses when representing the Committee at a meeting or conference.
- B. The Committee member must not exceed established Government's maximum allowances for lodging and transportation expenses for the locality in which the meeting or conference is held.
- C. The Committee member must share information in the Committee's work and receive input from stakeholders and constituents.
- D. The Committee member must use the Travel Expense Reimbursement Form from CBI and submit with copies of individual receipts for transportation and lodging expenses.
- E. CBI will provide the Committee member a reimbursement check within a reasonable time CBI receives copies of receipts with a complete Travel Expense Reimbursement Form.
- F. CBI is responsible for providing a budget update on the funds disbursed out and remaining balance to the Committee at the next scheduled meeting or a report to the Committee.