

**NORTHWEST ARCTIC BOROUGH
RESOLUTION 19-08**

**A RESOLUTION OF THE NORTHWEST ARCTIC BOROUGH
ASSEMBLY APPROVING AND ADOPTING A WRITTEN POLICY
FOR ASSEMBLY MEMBER TRAVEL, AND FOR RELATED
PURPOSES.**

WHEREAS: Northwest Arctic Borough Assembly members frequently travel for Assembly meetings, conferences, conventions, trainings, and similar events; and

WHEREAS: in order to set a consistent and fair approach to travel that will help meet budget restrictions, the Assembly would like to adopt a policy that will establish procedures for approving Assembly member travel and set criteria for reimbursement of authorized travel; and

WHEREAS: the attached written policy outlines the process for how the Borough will process and pay for Assembly member travel, including guidelines for when such travel is necessary and prudent for the Borough, and ensuring that such travel is economical; and

WHEREAS: the Borough Assembly wishes to adopt the attached Assembly Travel and Expenses Policy to serve the best interests of the Borough and its residents.

NOW THEREFORE BE IT RESOLVED: the Northwest Arctic Borough Assembly hereby approves and adopts the attached Assembly Travel and Expenses Policy.

PASSED AND ADOPTED THIS 26th DAY OF MARCH 2019.



Nathan Hadley, Jr., Assembly President

PASSED AND APPROVED THIS 26th DAY OF MARCH 2019.



Lucy S. Nelson, Mayor

SIGNED AND ATTESTED TO THIS 26th DAY OF MARCH 2019.



Stella Atoruk, Borough Clerk

ATTEST:





Northwest Arctic Borough

163 Lagoon Street
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BOROUGH ASSEMBLY **TRAVEL AND EXPENSES**

1. Purpose.

- A. Travel requires the use of public funds and must be for a proper public purpose. This Policy establishes policies and procedures for approving Assembly member travel and sets criteria for reimbursement of authorized travel expenses in order to ensure a transparent and consistent approach for all Assembly members while meeting budget restrictions.

2. Travel and Approval Policy.

- A. All Northwest Arctic Borough Assembly members must have preapproved administrative authorization for travel. Travel by Assembly members must be preapproved by the Assembly President. Approved travel for the Elders Representative of the Regional Elders Council will be limited to regular and special Assembly meetings and related work sessions and committee meetings. Expenses incurred for Assembly travel not in compliance with this Policy will not be paid or reimbursed. Approval from the Borough Clerk or Travel Clerk will not suffice in the absence of approval from the Assembly President.
- B. Travel for official business should be in the most direct and economical way to accomplish business. Any expenses resulting from travel by an indirect route or less-efficient mode for the traveler's convenience or personal preference will be borne by the traveler.
- C. Travel will only be approved that is necessary and prudent and when one or more of the following criteria are met:
 - a. The travel is required to achieve operational, legislative, professional development, or service objectives of the Borough.
 - b. The travel is required to support state or federal efforts, which are beneficial to the Borough.
 - c. The travel is mandated by the state or federal government.
 - d. The travel is for training that will help Assembly members perform Borough functions.



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- e. The travel is for training that will result in a significant cost savings or cost avoidance to the Borough. Such cost savings or avoidance should be demonstrated prior to Assembly President approval of travel.
 - f. The travel is required to attend a national or state board, committee meeting or conference as a Borough representative, and the exchange of information or participation will result in a benefit to the Borough.
- D. Assembly member travel above base fares will not normally be approved when costs are at Borough expense. When approved, written justification must have been prepared by the traveler, approved in advance, and submitted with the Travel Reimbursement form.
- 3. Travel and Expenses Policy.** It is the policy of the Borough to reimburse Assembly members for the following actual and necessary expenses incurred while on official Borough business, provided the travel was properly authorized and approved in advance.
- A. Air Travel Costs. The Borough will pay for all costs of air transportation that are directly related to travel on official business.
 - B. Lodging Costs. The Borough will pay lodging costs (room and applicable tax) only at an economy and single occupancy rate, unless two Assembly members share a double room and then a double occupancy rate will be paid. Government or other discounted rates shall be requested and used whenever possible.
 - C. Travel Extensions and Interruptions. Reimbursement may be paid for periods of interruption or extension of travel incurred for the benefit of the Borough for weather and other delays. If travel is interrupted or extended for the personal convenience of the traveler, the reimbursement shall be adjusted accordingly and may not exceed that which would have been incurred by uninterrupted travel. Charges applicable to the personal portion of travel costs should not be processed through the Borough's accounting records.
 - D. Car Rental Costs. The Borough will reimburse economy car rental costs only if car rental is pre-approved, and then only for the days/mileage necessary to conduct official business. In unusual circumstances, reimbursement for car rental without pre-authorization may be authorized if there is valid justification. Car rental expenses that are not pre-authorized may become the responsibility of the traveler.



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- E. Private Vehicle Costs. The Borough will reimburse travelers for use of their privately owned vehicle at the federally approved mileage rate. Only the driver of the vehicle may claim reimbursement for mileage. Mileage reimbursement rates are set at the federally-recognized cost of operating the vehicle. In addition to gas, oil, and wear and tear, this reimbursement rate includes the portion of the cost of insurance for when the vehicle is driven on Borough business.
- F. Auto Insurance. The Borough is self-insured; therefore, if use of a rental vehicle is approved, vehicle insurance is not required. However, Borough self-insurance is not applicable for any period that the vehicle may be used for personal reasons or use of a personal vehicle for Borough use. Insurance coverage during such periods is the responsibility of the traveler.
- G. Event Registration Fees. The Borough may make advance payment or reimbursement for education/training fees.
- H. Other Expenses. The Borough will reimburse taxi, telephone calls, internet fees, and other official expenses when the Assembly member provides receipts and when shown to be directly related to official business. Movie rentals, personal telephone calls, fees for entertainment, spouse activities, and other personal expenses are the responsibility of the traveler and will not be paid by the Borough.

4. Responsibility.

- A. The Assembly President or designee must approve all travel for all Assembly members. The Borough Clerk cannot authorize Assembly travel requests.
- B. The Mayor and Travel Clerk will:
 - a. Ensure that Borough funds are spent in a prudent manner resulting in maximum benefit to the Borough.
 - b. Ensure the travel requested is budgeted within the budget.
- C. The Finance Department will:
 - a. Ensure that travel has been approved prior to making any travel-related payments, *e.g.*, hotel deposits or registration fees.



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- b. Review all travel reimbursement requests to ensure that travel payments and reimbursements are made in accordance with this Policy.
- c. Require specific justification for actual expenses that deviate more than ten percent (10%) higher than authorized. Depending on the circumstances and amount of the deviation, the travel expense report may be forwarded to the Assembly President for review and approval.

D. Travelers will:

- a. Incur only those expenses that are necessary and reasonable to accomplish the approved purpose of the trip.
- b. Maintain travel records to sufficiently itemize and support business expenses, obtain original receipts for reimbursement of lodging, car rental, gasoline, and other expenses.
- c. Submit original itemized receipts that indicate purpose, date, and amount.
- d. Ensure all business expenses incurred and submitted for reimbursement are in compliance with this Policy.
- e. Submit Travel Reimbursement requests and Mileage Reimbursement requests within 30 days after travel has been completed.