

Subject: Travel Pay
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POLICY

Under the terms of this policy, travel time is considered work time. All travel time must comply with the Kaw Nation Tribal travel ordinance.

One-Day Travel

All travel time by the employee from their home to their 1st work assignment is not considered work time. Travel time from a 1st work site to additional work sites is considered work time.

Overnight Travel

Travel time is viewed as work time only when it occurs during the employee's normal working hours. Travel time that is outside of the normal working hours is not considered work time unless the travel time has prior approval.

PROCEDURE

All employees requesting travel or mileage reimbursement must complete the proper travel forms and submit for approval.