



THE MILLE LACS BAND OF  
**OJIBWE INDIANS**

*Legislative Branch of Tribal Government*

**Secretarial Order 001-97**

**A Secretarial Order Clarifying Procedures for the Expenditure of Certain Travel Funds.**

- WHEREAS, pursuant to Mille Lacs Band Statute 3 MLBSA section 7(a), the Secretary-Treasurer is authorized to superintend and manage all fiscal operations of the Mille Lacs Band; and,
- WHEREAS, pursuant to Mille Lacs Band Statute 3 MLBSA section 7(g), the Secretary-Treasurer is authorized to issue Secretarial Orders concerning financial matters of the Mille Lacs Band; and,
- WHEREAS, the Office of Management and Budget has been paying travel for elected officials, including meals and incidentals at a rate of \$100.00/day except when traveling to designated high rate area, the Office of Management and Budget has also been paying travel at a rate of \$75.00/day for meals and incidentals when officials have used a Band credit card to pay for lodging; and,
- WHEREAS, the payment of a monthly allowance for vehicle maintenance and local travel by the Office of Management and Budget to elected officials of the Band for Band owned vehicles without supporting documentation of expenditures is inconsistent with Band policy and applicable law; and,
- WHEREAS, it is inconsistent with Band policy and applicable law to pay elected officials using Band owned vehicles traveling on Band business the maximum mileage rate when that rate includes vehicle depreciation; and,
- WHEREAS, it is inconsistent with Band policy and applicable law to pay for elected officials travel expenses when those officials are being paid for travel or otherwise reimbursed by an entity other than the Mille Lacs Band; and
- WHEREAS, there is a need to clarify travel policies for elected officials of the Mille Lacs Band and restrict and superintend expenditures of Band funds for travel in order to ensure the financial integrity of the Mille Lacs Band.

***DISTRICT I***

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NOW THEREFORE, pursuant to the authority vested in me by 3 MLBSA section 7, I, David G. Matrious do hereby order that the Office of Management and Budget shall no longer pay per diem at the rate of \$100/day to elected officials of the Band, instead elected officials shall use a Band credit card to pay for lodging; meals and incidentals shall be paid up to \$75.00/day.

IT IS FURTHER ORDERED, that effective June 1, 1997 the Office of Management and Budget shall not pay an official of the Band who is using a Band vehicle a monthly maintenance and a local mileage allowance in excess of any actual expenditures as shown by supporting documentation or receipts.

IT IS FURTHER ORDERED, that officials of the Mille Lacs Band will not be paid travel and per diem expenses when they receive compensation from any other entity.

IT IS FURTHER ORDERED, that officials will not be paid mileage at the going federal rate when using a Band vehicle and instead must use a Band credit card or get reimbursed based upon a post-trip report with proper receipts attached.

IT IS FURTHER ORDERED, that all post trip reports are not completed until signed by the traveler and appropriate supervisor and in the case of the Secretary-Treasurer the Chief Executive will sign as the authorizer and the Secretary-Treasurer will sign as the authorizer for the Chief Executive.

IT IS FURTHER AND FINALLY ORDERED, that this order shall take effect immediately and shall remain in effect unless and until repealed by Secretarial Order or formal action by the Band Assembly.

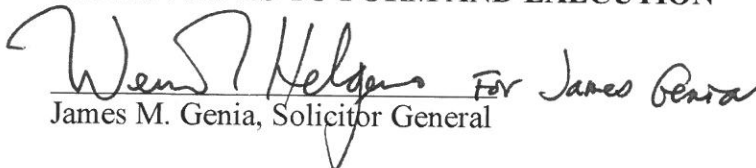
DATED, at Vineland, Minnesota this 30th day of May 1997.



David G Matrious  
Secretary Treasurer

Expiration Date "None"

**APPROVED AS TO FORM AND EXECUTION**



James M. Genia, Solicitor General

**OFFICIAL SEAL OF THE BAND**