

ELEVENTH LEGISLATURE
OF THE
CHEYENNE AND ARAPAHO TRIBES
REGULAR SESSION
SEPTEMBER 12, 2026
LCR, CONCHO, OK

RESOLUTION: A Bill to Enact the Cheyenne and Arapaho Tribes Travel Act of 2026.

RESOLUTION NO: 11L-RS-2026-09-005

DATE INTRODUCED: August 10, 2026

SPONSOR: Travis Ruiz, District A3

CO-SPONSOR:

SUBJECT: A Bill to Enact the Cheyenne and Arapaho Tribes Travel Act of 2026.

WHEREAS: The Cheyenne and Arapaho Tribes are a federally recognized Indian tribe organized pursuant to a Constitution approved by tribal membership on April 4, 2006 and approved by the Secretary of the Interior; and

WHEREAS: Article VI, Section 5(a) of the Constitution provides that Legislative power shall reside with the Legislature; and

WHEREAS: Article VI, Section 5(a) grants the Legislature the power to make all laws and resolutions in accordance with the Constitution which are necessary and proper for the good of the Tribes; and

WHEREAS: Article VI, Section 7(a)(i) requires legislative proposals to be introduced as written Bills and to identify the specific law, if any, to be superseded, repealed, or amended; and

WHEREAS: The Accounting and Finance Manual contains existing travel rules, but present law does not fully resolve branch travel authorization, uncleared advances, written denial, contest, repayment, and offset procedures; and

WHEREAS: The Legislature finds that a uniform government-wide Act is necessary to preserve lawful branch authority, maintain objective fiscal controls, protect tribal funds, and provide fair notice and review procedures; and

NOW THEREFORE BE IT RESOLVED, that the Eleventh Legislature of the Cheyenne and Arapaho Tribes hereby enacts and adopts the Cheyenne and Arapaho Tribes Travel Act of 2026, attached herewith, to be codified at 4 CAC §4.900 et seq.;

Kendricks Sleeper
Speaker of the Eleventh Legislature
Cheyenne and Arapaho Tribes



ATTEST:

I, Jodi White Buffalo, Legislative Clerk, hereby certify that the foregoing is a True and Accurate Copy of the Original Bill No. 11L-RS-2026-09-005 which was acted upon by the Legislature of the Cheyenne and Arapaho Tribes in the Ninth Regular Session of the Eleventh Legislature, by a roll call vote on the 12th day of September 2026.

VOTE RECORD:

DISTRICT	LEGISLATOR	YES	NO	ABSTAIN	ABSENT
A1	Pamela Sutton				
A2	Kendricks Sleeper				
A3	Travis Ruiz				
A4	Rector Candy				
C1	Bruce Whiteman, Jr.				
C2	Milan Roman Nose, Jr.				
C3	Thomas Trout				
C4	Mariah Youngbull				
TOTAL					
Passes () Fails () Tabled () Allowed to Die () No Action ()					

Pursuant to Article VI, Section 5, subsection (a) of the Tribes Constitution reads in part: “Tie votes in the Legislature shall be decided by the Governor.”

		YES	NO	ABSENT
Governor	Reggie Wassana			

Jodi White Buffalo, Legislative Clerk
Eleventh Legislature, Cheyenne and Arapaho Tribes



ATTEST:

Pursuant to Article VI, Section 7, subsection (a)(iv) of the Tribes Constitution reads in part: “All Bills passed by the Legislature shall be presented to the Governor for signature or veto. All laws shall take effect thirty days after signature by the Governor or veto override by the Legislature unless any Member of the Tribes submits to the Coordinator of the Office of Tribal Council a petition signed by at least one hundred fifty Members of the Tribal Council seeking to repeal the law or resolution at the next Tribal Council meeting. If the Tribal Council fails to repeal such law or resolution at the next Tribal Council where the matter has been properly placed on the agenda for the Tribal Council meeting, such law or resolution shall become effective immediately.”

Pursuant to Article VII, Section 4, subsection (g) of the Tribes Constitution reads: “The Governor shall have the power to sign any enactment passed by the Legislature into law or to veto any enactment passed by the Legislature within ten days of passage with a written explanation of any objections; and if the Governor takes no action within ten days, then the enactment shall become law in accordance with this Constitution.”

{ } APPROVED

{ } VETOED: Attachment ____; Governor’s written explanation of any objections.

On the _____ day of _____, 2026.

Reggie Wassana, Governor
Cheyenne and Arapaho Tribes



TRANSMITTAL OF DOCUMENTS:

From the Legislative Branch to the Office of Records Management

ATTEST:

Pursuant to Article VI, Section 7, subsection (a)(v), of the Tribes Constitution reads, “The Office of Records Management shall compile all Laws and Resolutions into a comprehensive Code in an orderly manner that shall be published annually.”

Office of Records Management Staff, hereby certify that the foregoing is a True and Accurate Original Resolution No. 11L-RS-2026-09-005.

Space below is reserved for Stamp:

Received (Date) Office of Record Management

Signature: _____

Print Name: _____

Title: _____

Date: _____

Office of Records Management
Department of Administration, Executive Branch
Cheyenne and Arapaho Tribes



CHEYENNE AND ARAPAHO TRIBAL CODE (CAC)
TITLE 4 - FINANCE & REVENUE
SECTION 4.900 - CHEYENNE AND ARAPAHO TRIBES TRAVEL ACT OF 2026
ENACTED BY LEGISLATURE: _____, 2026
CITE AS: 4 CAC § 4.900

SUBJECT

This Act establishes uniform, funding-source-specific rules for Official Travel, including branch-specific approval, payment, reimbursement, documentation, limited fiscal processing, and travel assistance.

FINDINGS

The Legislature finds that uniform travel rules are necessary to preserve lawful Branch authority, safeguard Tribal funds, assign travel-purpose decisions to the proper Approving Authority, and clarify that GSA Rates govern only when required by a controlling funding source.

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The Legislature of the Cheyenne and Arapaho Tribes hereby adopts the CHEYENNE AND ARAPAHO TRIBES TRAVEL ACT OF 2026.

CHAPTER 1: GENERAL PROVISIONS

§ 4.900 Short Title

This Act shall be known and may be cited as the “Cheyenne and Arapaho Tribes Travel Act of 2026” or the “Travel Act.”

§ 4.901 Purpose; Uniform Application; No Appropriation

- (a) This Act establishes rules for the authorization, payment, reimbursement, documentation, and fiscal processing of Official Travel.
- (b) This Act applies to Official Travel by every elected official, employee, appointee, or board or commission member. No Branch or official is exempt from the funding-source, documentation, and records requirements of this Act.
- (c) This Act does not govern a separately chartered Tribal corporation, authority, casino, gaming operation, or enterprise unless its charter or governing law makes the Act applicable, its governing body adopts the Act, or a later law expressly applies the Act.
- (d) This Act does not appropriate funds. A booking, prepayment, reimbursement, or other payment under this Act may be made only if the applicable department, program, or Branch has sufficient funds available in its budget or through another lawful appropriation.

§ 4.902 Definitions

For purposes of this Act:

- (a) “Approving Authority” means the official or body assigned by § 4.904 to approve or deny Official Travel.
- (b) “Federal Award” has the meaning assigned by 2 C.F.R. § 200.1 and includes a federal grant, cooperative agreement, pass-through award, or other federal financial assistance.
- (c) “GSA Rates” means lodging, meals-and-incidental-expense, or mileage rates published by the United States General Services Administration. The term does not incorporate the Federal Travel Regulation as Tribal law.
- (d) “GSA-Required Funds” means the portion of a Federal Award or other funding source whose controlling terms or applicable law expressly require use of GSA Rates.
- (e) “Official Travel” means travel authorized by the Approving Authority for a lawful governmental, legislative, judicial, legal, administrative, educational, training, intergovernmental, economic-development, advocacy, community-engagement, or other Tribal purpose. The Approving Authority's determination of official purpose is controlling under this Act.
- (f) “Restricted Funds” means money whose use is limited by a Federal Award, compact, contract, settlement, trust restriction, donor restriction, or other controlling law or agreement.
- (g) “Treasury” means the Department of Treasury and any Tribal travel, payroll, or finance office lawfully assigned to arrange travel or process travel payments.
- (h) “Tribal Funds,” for purposes of this Act, means money controlled by the Tribes and lawfully available for travel that is not GSA-Required Funds for the portion charged. The term includes gaming revenue, enterprise distributions, tax revenue, lease or investment income, unrestricted indirect-cost recoveries, other unrestricted revenue, and Federal Award or other funds whose controlling terms do not require GSA Rates.
- (i) “Traveler” means a person authorized to conduct Official Travel on behalf of the Tribes.

CHAPTER 2: TRAVEL AUTHORIZATION

§ 4.903 Written Authorization; Controlling Determinations

- (a) Official Travel shall be authorized in writing before an expense is incurred, except when an emergency makes advance authorization impracticable and the Approving Authority supplies written ratification as soon as practicable.
- (b) The authorization shall identify the Traveler, official purpose, destination, travel dates, Approving Authority, general travel needs, a reasonable estimate of total cost, the proposed budget account or other lawful appropriation, and the proposed funding source. The estimate need not itemize each anticipated expense.
- (c) Approval constitutes the final determination under this Act that the travel serves an Official Travel purpose and that the general travel needs and estimated total cost are reasonable, and appropriate. Only the Approving Authority may approve, condition, or deny the travel on those grounds or determine whether an actual cost is a reasonable variation from the estimate. A reasonable variation does not require amended authorization unless the written authorization expressly states a limit.
- (d) Before booking travel or issuing a payment, Treasury shall perform only the compliance verification authorized by § 4.907. That verification is administrative and does not constitute approval or denial of the travel itself. Treasury shall not reconsider the Approving Authority's determination of Official Travel.
- (e) An official of one Branch may not approve, deny, delay, or condition another Branch's travel except as expressly authorized by the Constitution or Tribal law.

§ 4.904 Approving Authorities

- (a) Legislative Branch. Each District Legislator is the Approving Authority for that Legislator's own travel and the travel of district staff directly supervised by that Legislator. The Speaker or Assistant Speaker is the Approving Authority for Legislative administrative staff. A Legislator's approval of that Legislator's own travel is expressly authorized and requires no second approval under this Act.
- (b) Executive Branch. The Executive Branch may establish by written policy the Approving Authorities and approval workflow within its departments. Boards and commissions located in the Executive Branch shall follow that policy, except as otherwise provided for the Election Commission and the Judicial Commission.
- (c) Judicial Branch. The Chief Justice is the Approving Authority for court staff and other Judicial Branch personnel. The Judicial Commission may establish by written policy the Approving Authorities for Judicial Commissioners and Judicial Commission staff.
- (d) Election Commission. Each Election Commissioner is the Approving Authority for that Commissioner's own travel and the travel of staff directly supervised by that Commissioner. The Chair or Vice-Chair is the Approving Authority for Election Commission administrative staff not assigned to an individual Commissioner. A Commissioner's approval of that Commissioner's own travel is expressly authorized and requires no second approval under this Act.
- (e) Tribal Council. The Coordinator of the Office of Tribal Council is the Approving Authority for the Coordinator and Office staff.

CHAPTER 3: FUNDING SOURCES AND ALLOWABLE EXPENSES

§ 4.905 Funding-Source Rule; GSA-Required Funds

- (a) The law and restrictions applicable to a travel expense are determined by the source to which the expense is charged. Each source's restrictions apply only to the portion charged to that source.
- (b) Travel charged to Tribal Funds is governed by this Act and other applicable Tribal law. GSA Rates and the Federal Travel Regulation are not mandatory ceilings or procedures for Tribal Funds unless a controlling law, compact, contract, award term, or appropriation expressly requires them.
- (c) Travel charged to GSA-Required Funds shall comply with GSA Rates only for the portion charged to those funds. The Approving Authority may use GSA Rates for planning Tribal-Funded Travel but is not required to do so.
- (d) Travel charged to a Federal Award shall comply with the award terms and applicable federal law, including 2 C.F.R. §§ 200.403 through 200.405 and 200.475. A Federal Award is not GSA-Required Funds merely because it is federal when the award and applicable law permit use of the Tribes' established written travel policy.
- (e) A compact, contract, grant, cooperative agreement, or other Restricted Fund may impose additional or more restrictive requirements. Those requirements do not govern Tribal Funds or another source unless independently applicable.
- (f) If an expense may not be charged to the proposed source, Treasury shall notify the Approving Authority. The applicable department, program, or Branch may identify another lawfully available budget account or appropriation, which Treasury shall verify under § 4.907.

§ 4.906 Tribal-Funded Travel Expenses

- (a) Subject to subsections (b) through (e), the Approving Authority may authorize payment or reimbursement from Tribal Funds for reasonable transportation, lodging, meals, incidental expenses, registration, baggage, parking, and local ground transportation incurred for Official Travel.
- (b) Lodging may be paid at actual cost supported by an itemized receipt. A GSA lodging rate is not a maximum for Tribal-Funded Travel. The Approving Authority's determination that the lodging cost is reasonable and appropriate is controlling under this Act.
- (c) Meals and incidental expenses may be paid by either actual documented expense or a per-diem method stated in the written authorization. The selected method shall be applied consistently to the entire trip and shall not duplicate a meal furnished by a conference, hotel, carrier, or other payer.
- (d) Commercial air travel may be paid or reimbursed at actual documented expense.
- (e) Use of a privately owned vehicle may be reimbursed at the Internal Revenue Service business standard mileage rate effective on the travel date unless a controlling funding source requires another rate. Rental vehicles, rideshare, taxis, rail, parking, tolls, and baggage charges may be authorized by the Approving Authority.
- (f) A Traveler shall not claim, and an Approving Authority shall not approve, personal expenses, alcoholic beverages, entertainment, expenses of an unauthorized companion, personal penalties or fines, or unauthorized upgrades.

CHAPTER 4: FISCAL PROCESSING AND RECORDS

§ 4.907 Limited Treasury Verification; Written Notice

- (a) Treasury's review of an approved travel request or expense submission is limited to verifying: (1) the availability of sufficient funds under § 4.901(d); (2) the identified funding source, including whether it is Tribal Funds, GSA-Required Funds, or other Restricted Funds and whether an objective rate or documentary requirement is expressly imposed by that source; and (3) the presence of itemized receipts or other documentation required by the payment method selected under this Act.
- (b) Treasury shall complete the verification in subsection (a) before booking travel or issuing a check, reimbursement, advance, or other payment. When reimbursement is anticipated, the Approving Authority shall, when practicable, request Treasury before travel to verify that sufficient funds are then available. Upon confirming availability, Treasury shall make reasonable efforts, using an available accounting method, to preserve the estimated reimbursable amount in the identified budget or appropriation until the travel is closed out under § 4.908. The verification and any preservation of funds are administrative only, do not constitute approval or denial of travel, and do not guarantee reimbursement.
- (c) Treasury may not withhold, reduce, or delay booking or payment from Tribal Funds solely because an expense authorized by the Approving Authority exceeds a GSA Rate.
- (d) Treasury may withhold booking or payment, reduce a payment, or request additional information only for a defect within subsection (a). Treasury shall issue written notice within ten business days after receipt of the request or expense submission, identify the defect and affected expense or amount, cite the specific budget, appropriation, funding-source, or documentation requirement relied upon, and state what information or action will cure the defect.
- (e) Nothing in this Act limits or conditions the Governor's constitutional authority and responsibility regarding signature and lawful disbursement of Tribal funds.

§ 4.908 Closeout, Documentation, and Records

- (a) Within thirty days after return, a Traveler shall submit the required expense statement, itemized receipts or alternative documentation required by an authorized per-diem or mileage method.
- (b) A Legislator shall separately comply with Article VI, Section 5(f) of the Constitution by filing the required detailed written travel report, including expenses, with the Office of Records Management within thirty days after return.
- (c) Travel authorizations, expense statements, receipts, reports, and written notices are records of the Tribes and shall be retained and transmitted in accordance with the Constitution, Tribal law, applicable records schedules, and lawful confidentiality requirements.

CHAPTER 5: ADMINISTRATION AND EXISTING LAW

§ 4.909 Administration; Travel Assistance

- (a) At the Traveler's option, when Treasury receives a complete approved request at least fourteen calendar days before departure, Treasury shall, as practicable and subject to available staff and vendor access, make reasonable efforts, in consultation with the Traveler, to arrange or prepay transportation, lodging, registration, rental transportation, and other travel costs permitted under this Act, or to provide an authorized travel advance.
- (b) A Traveler may elect to personally pay reasonable expenses for Official Travel that are permitted under this Act and may request reimbursement. Reimbursement remains subject to the availability of funds under § 4.901(d), and approval of travel does not guarantee reimbursement if sufficient funds are unavailable when reimbursement is processed. When practicable, a Traveler should request booking, prepayment, or advance assistance under subsection (a) to reduce the risk of personally incurring an expense that cannot be reimbursed. No Traveler shall be required to use personal funds for Official Travel. If prepayment, a travel advance, or another payment arrangement that avoids personal expenditure cannot be made, the Approving Authority shall postpone or cancel the travel unless the Traveler voluntarily elects to proceed subject to the reimbursement risk stated in this subsection.

§ 4.910 Cumulative Effect; Limited Supersession

- (a) Except as expressly provided in this section, this Act is cumulative to existing Tribal law. Existing authorization, documentation, advance-reconciliation, audit, ethics, records, and fiscal-control requirements remain in effect to the extent they do not directly conflict with this Act.
- (b) The travel, training, reimbursement, and GSA-rate provisions of the Mileage, Per Diem, and Stipend for All Commissions and Boards Act of 2019, Resolution No. 8L-SS-2020-0415-009, is superseded to the extent inconsistent with this Act. Its stipend and meeting-mileage provisions remain in effect.
- (c) This Act supersedes the Accounting and Finance Manual, CAC § 4.001, approved by Tribal Council Resolution No. 100612ATC-010 on October 6, 2012, as amended or updated, only with respect to travel approval authority, mandatory use of GSA Rates, and the deadline for post-travel expense statements and supporting documentation. Other provisions of the Manual remain in effect to the extent they do not directly conflict with this Act.
- (d) Nothing in this Act alters a compact, Federal Award, or other controlling funding-source restriction or the Governor's constitutional signature authority.

CHAPTER 6: FINAL PROVISIONS

§ 4.911 Severability

If a provision of this Act or its application is held invalid, the remainder of the Act and its application to other persons, expenses, funding sources, and circumstances remain in effect to the fullest extent possible.

§ 4.912 Effective Date

This Act takes effect in accordance with Article VI, Section 7(a)(iv) of the Constitution.