



February 6, 2020

Dear Snoqualmie Tribal Members,

**The Tribal Council is extending the opportunity to apply to utilize your Traditional Culture and Recreation benefit funds for travel to attend all General Council meetings, utilization of your benefit in this capacity will be considered non-taxable under the Tribe's General Welfare Transportation policy.** This opportunity is being extended for all meetings including the upcoming Special General Council meeting on March 7<sup>th</sup>.

The Tribal Council strives to support Tribal Members, and extending benefit capacity to include this eligible item affirms the Tribe's inherent sovereign right to promote the general welfare of the Tribal Membership. Through this program, the Tribal Council aims to ensure that no Snoqualmie Tribal Member is without access to attend General Council meetings.

### **The Details**

To qualify the enrolled Snoqualmie Tribal Member, must be 18 years of age or older, and must attend the General Council meeting (attendance will be verified through sign-in sheets) for which funding is being requested.

**The funding being requested for travel will be deducted from the Tribal Member's overall TCR benefit funds. The Tribal Member may only utilized up to what they have currently available in that program no additional funds are being provided at this time.**

Applications must be submitted at least 7 days prior to the event for an advance. Reimbursements will be processed for 30 days following the event. Receipts or reservations must be dated within the timeframe of the event.

Because this benefit will come from the Tribe's General Fund, and the Tribe has adopted a General Welfare policy, these funds are not subject to Federal income tax.

**Transportation Assistance may only be used towards the following:**



- Airline flights: Invoice must be provided for receive an advance. Receipts must be submitted for reimbursement.
- Lodging: available for reimbursement only, receipts must be submitted
- Train tickets, taxi, rental cars, tolls, ferry, etc.: Rates or invoice must be provided for advance. Receipts must be submitted for reimbursement
- Gas-gas will be provided as an advance. The department will utilize the 2020 GSA mileage rate (57.5 cents per mile). Miles will be calculated from the address on the application to the Snoqualmie Casino. Receipts are not required.

### **How to Apply**

To apply please submitted the attached Transportation Assistance Request Form to the General Resources Department- TCR Program at least 7 days prior to the date of the meeting for an advance or within 30 days following the meeting for a reimbursement:

- If requesting any type of travel assistance other than gas you must include an invoice, cart, rate sheet, or receipt.
- If requesting an advance for gas, only submit the transportation assistance from with the address where you will be traveling from.

Check in for the meeting through the standard check in process with security, this will serve as attendance verification. Failure to attend or failure to check in may result in any funds issued being considered taxable and a 1099-MISC form may be issued at the end of the calendar year.

Completed applications may be mailed, emailed, faxed or hand delivered to:

General Resources Department-TCR Program

P.O. Box 969

Snoqualmie, WA 98065

**Email:** [TCR@snoqualmietribe.us](mailto:TCR@snoqualmietribe.us)

**Fax:** (206) 202-4535 ext. 4012

Again, we are very excited to share this opportunity with you. We strongly believe that no Member of our Tribe should ever struggle with transportation in order to attend any General Council meeting, we are honored to serve on your behalf.

Respectfully, Snoqualmie Tribal Council