

TRIBAL INTERNAL CONTROL STANDARDS (TICS)

OSAGE NATION GAMING COMMISSION

May 21, 2024

ONGC Commissioners allow approval of the following change to the Tribal Internal Control Standards (TICS) of the Osage Nation Gaming Commission and posting the following to the Osage Nation website as TICS Revision #24-08:

ONGC NOTICE OF PROPOSED TICS REVISION **2nd Comment Period: 30 Days**

Osage Nation Gaming Commission Notice of TICS Revision #24-08 dated: May 21, 2024

The Osage Nation Gaming Commission is proposing the following TICS revision.

Comments may be made by interested parties for 30 days. Comments need to be mailed to the Osage Nation Gaming Commission at 612 Leahy Avenue, Pawhuska, Ok. 74056 or emailed to chembree@osagenation-nsn.gov, please state TICS Comment in the subject line of all emails.

Proposed Amendments to the Osage Nation Gaming Regulations: Section 350.24

350.24 Expense Reports.

- (a) All Osage Casinos employee expense reports submitted for reimbursement must be on an approved current expense report form or an approved electronic equivalent.

The expense report form must include the following information: Name of requestor, date(s) of expense(s) incurred, business purpose, and total amount of request. If applicable, miles traveled, mileage rate used for calculation, starting location, and final destination.

- (b) All expense reports must have itemized receipts attached. Estimated costs will not be accepted.
- (c) Local mileage and Non-local mileage reimbursements must include a map printout attached to the request. Local travel may also utilize the approved mileage matrix between Osage properties.
- (d) Employees that have a contractual agreement for fuel cost reimbursement must provide itemized receipts for fuel costs. Mileage reimbursements will not be allowed.
- (e) Non-local travel expenses that are allowable and not included in the per diem expenses, must have itemized receipts attached. Estimated costs will not be accepted.
- (f) All expense reports must be completed in full. The expense report must be signed by the requesting Osage Nation Gaming Enterprise employee, and then approved and signed by the employee's supervisor, manager, or a Chief Executive Officer.