



THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

September 19, 2018

MEMORANDUM

TO: Programs/Departments/Divisions
NAVAJO NATION

THRU: *Pearline Kirk*
Pearline Kirk, Controller

FROM: *Laura Johnson*
Laura Johnson, Accounting Manager
OFFICE OF THE CONTROLLER

SUBJECT: Reminder of 12 Hour Rule for Travel

The Office of the Controller would like to emphasize compliance of Navajo Nation employees with the 12 Hour Rule for Travel. There have been recent inquiries about why OOC is returning Travel Requests back to programs on basis of noncompliance with the 12 Hour Rule for Travel.

According to 41 CFR 301-11.101 expense reimbursement for Meals and Incidentals Expenses (M&IE) is limited to the following.

When travel is		Your allowance is
More than 12 but less than 24 hours		75 percent of the applicable M&IE rate for each calendar day you are in a travel status.
24 hours or more, on	The day of departure	75 percent of the applicable M&IE rate.
	Full days of travel	100 percent of the applicable M&IE rate.
	The last day of travel	75 percent of the applicable M&IE rate.

Section 301 also states that reimbursement for M&IE isn't allowable if official travel is less than 12 hours.

External Federal awards operating with external dollars are required to abide by their contract requirements and the Federal Rules and Regulations. Grants that are federally funded operate within the Code of Federal Regulations. To be consistent, the Code of Federal Regulations are applied to all funds including General and External funds.

Should you have further questions please contact our office at 928-871-6510.

ATTACHMENTS

cc Russell Begaye, President Navajo Nation
Lorenzo Bates, Speaker Navajo Nation Council, Legislative Branch
Honorable Chief Justice Joanne Jayne, Judicial Branch

Robert Joe, Chief of Staff, Executive Branch
Division Directors Navajo Nation
ODC Accounting Managers