

2020 PER DIEM RATES

Effective October 1, 2019

NAVAJO NATION TRAVEL POLICY ON MEAL ALLOWANCE REIMBURSEMENTS STANDARD CONUS PER DIEM RATES

BREAKFAST	\$13.00	\$13.00	\$14.00	\$16.00	\$17.00	\$18.00
LUNCH	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00
DINNER	\$23.00	\$23.00	\$26.00	\$28.00	\$31.00	\$34.00
<u>INCIDENTAL</u>	<u>\$ 5.00</u>	<u>\$ 5.00</u>	<u>\$ 5.00</u>	<u>\$ 5.00</u>	<u>\$ 5.00</u>	<u>\$ 5.00</u>
TOTAL	\$55.00	\$56.00	\$61.00	\$66.00	\$71.00	\$76.00

Navajo Nation Policy is to reimburse employees for all expenses that are reasonably necessary and actually incurred when traveling on authorized Navajo Nation business.

TO CLAIM BREAKFAST, TRAVEL MUST BEGIN **BEFORE** 7:00 AM.

TO CLAIM LUNCH, TRAVEL MUST BEGIN **BEFORE** 11:30 AM.

TO CLAIM DINNER, TRAVEL MUST END **AFTER** 7:00 PM.

➤ *Meals included, as part of Registration and Conference Fees shall not be claimed.*

➤ *Expenses for alcoholic beverages are not allowed for reimbursement.*