



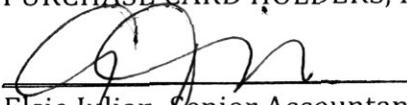
# THE NAVAJO NATION

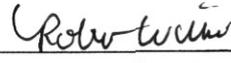
RUSSELL BEGAYE PRESIDENT  
JONATHAN NEZ VICE PRESIDENT

September 15, 2015

## MEMORANDUM

**TO:** PURCHASE CARD HOLDERS, RECONCILERS & APPROVERS

**FROM:**   
Elsie Julian, Senior Accountant  
Purchase Card Section  
Office of the Controller

**THROUGH:**   
Robert Willie, Acting Controller  
Office of the Controller

**SUBJECT:** LOCAL TRAVEL

In reviewing the monthly purchase card statements, we are noticing a high volume of purchases at local restaurants and eateries. Pursuant to the Navajo Nation Travel Policy, meals are not allowed for travel defined as local travel;

**NN TRAVEL POLICY: SECTION VI Travel Policy: Travel Authorization**

*9. Meals shall not be allowed for travel defined as local travel.*

**NN TRAVEL POLICY: SECTION XV Meals**

*The Navajo Nation shall reimburse the cost of meals, when an employee is on travel status from his or her workstation and/or home in excess of 35 miles one-way and four hours on Navajo Nation business, except otherwise provided herein.*

In order to ensure this type of purchase is appropriate, the following documentation will be a requirement for any and all charges for local restaurants and eateries:

1. Meeting
  - a. Meeting Agenda
  - b. Sign in Sheet
2. Approved TA (employee's destination is Window Rock or Gallup)

If the purchases are not substantiated with supporting documents, the purchases will be subjected to Payroll Deduction. Failure to comply with the requirements will result in the Suspension of the issued purchase card. While this policy applies to all cardholders, Council Delegates are exempt while on official Navajo Nation business.

cc: Distribution  
Robert Joe, COS, OPVP