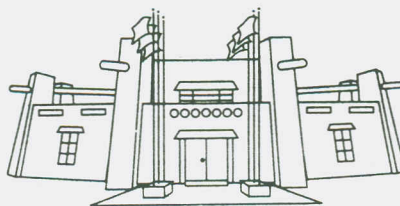
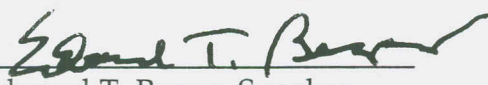


EDWARD T. BEGAY
Speaker of the Navajo Nation Council



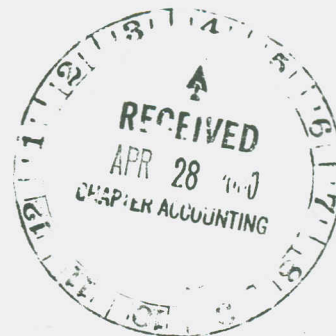
MEMORANDUM

TO : Alta Bowman, Accounting Manager
Chapter Accounting Section
Financial Services Department

FROM : 
Edward T. Begay, Speaker
Navajo Nation Council

DATE : April 28, 2000

SUBJECT : Navajo Nation Council Travel Policy (BFAP-35-00)



Transmitted is the Navajo Nation Travel Policies and Procedures Handbook. This was approved on April 4, 2000 by the Budget and Finance Committee, pursuant to BFAP-35-00. This policy will apply only to the Navajo Nation Council Delegates.

Please provide copies to your staff who are assign to work on Council Delegate's travel related documents. Thank you for your cooperation.

ATTACHMENT

cc: Clara M. Begay, Accounting Clerk, Chapter Accounting

*Navajo Nation Council Travel Policies and
Procedures Handbook*

RESOLUTION OF THE
BUDGET AND FINANCE COMMITTEE
OF THE NAVAJO NATION COUNCIL

Adopting the Navajo Nation Council Travel
Policies and Procedures Handbook

WHEREAS:

1. Pursuant to 2 N.N.C. §§ 371 and 374 (B) (7), the Budget and Finance Committee is continued as a standing committee of the Navajo Nation Council with the authority to approve policies and regulations concerning wages, expenditure reimbursement and fringe benefits for the Navajo Nation officials and employees; and

2. Programs of the Navajo Nation often categorize Navajo Nation Council Delegates as employees of the Navajo government. Council Delegates are elected officials of the Navajo Nation; and

3. It is in the best interest of Council Delegates to adopt a travel policies and procedures handbook for Council Delegates.

NOW THEREFORE BE IT RESOLVED THAT:

The Budget and Finance Committee of the Navajo Nation Council hereby adopts the Navajo Nation Council Travel Policies and Procedures Handbook. The Handbook is attached hereto as Exhibit "A".

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Budget and Finance Committee of the Navajo Nation Council at a duly called meeting at Window Rock, Navajo Nation (Arizona) at which a quorum was present and that same was passed by a vote of 4 in favor, 0 opposed and 0 abstained, this 4th day of April 2000.

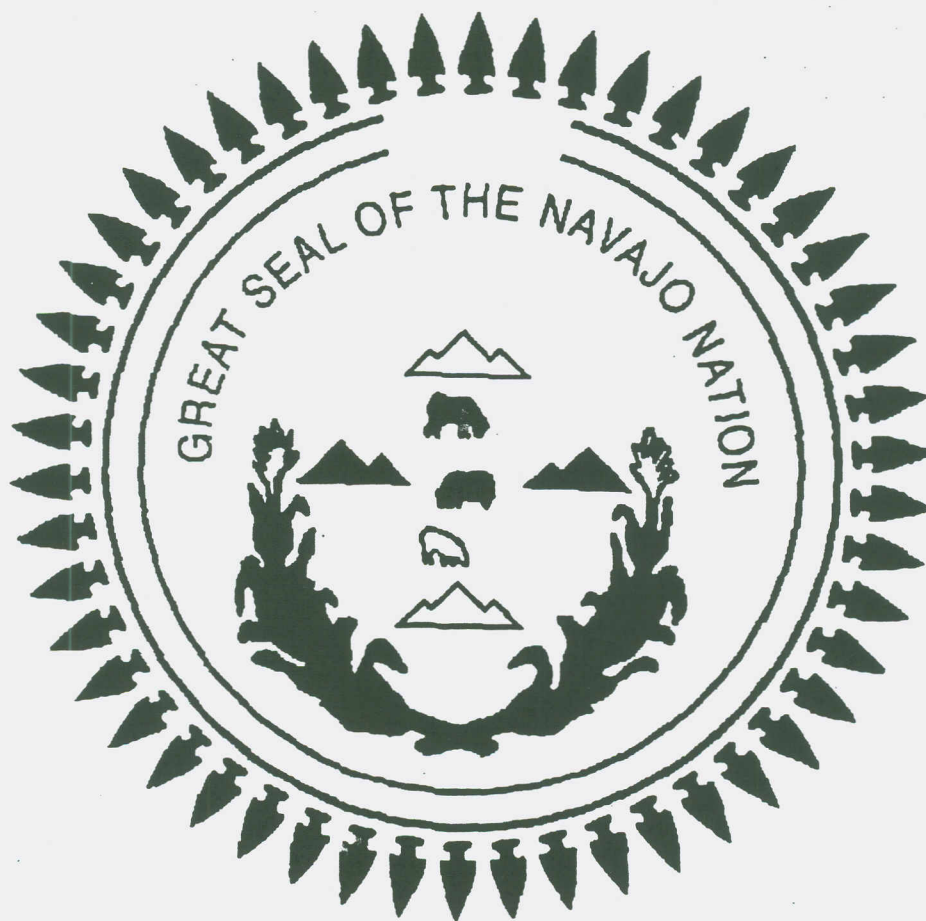


Lorenzo Bedonie, Chairperson
Budget and Finance Committee

Motion: Raymond Jones
Second: Albert E. Ross, Jr.

EXHIBIT "A"

The Navajo Nation Council



Travel Policies and Procedures Handbook

Prepared by
The Office of the Speaker
Window Rock, Navajo Nation

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APPENDICES

Itinerary Form OS-TA1

Lodging Receipt/Memorandum Form OS-TA2

Trip Report Form OS-TA3

NAVAJO NATION COUNCIL DELEGATE TRAVEL POLICY AND PROCEDURES HANDBOOK

I. OVERVIEW

Navajo Nation Council delegates are often on call to tend to Navajo Nation business on twenty-four (24) hour day, seven (7) day week schedule, with limited advance preparation. As members of the Navajo Nation Council, they are appointed to be members of one of the twelve standing committees of the Navajo Nation Council. The standing committees are often requested to travel to various locations throughout the Navajo Nation and United States of America to conduct official business on behalf of the Navajo Nation.

In addition to traveling to conduct official business, Council delegates by Navajo Nation law are required to be provided per diem payments and to be reimbursed one round trip mileage for attending committee meetings and Navajo Nation Council sessions. The per diem payments and mileage reimbursements are not paid in accordance with this or any other travel policy and procedures handbook. Navajo Nation law regulates these payments.

II. SCOPE

It is Navajo Nation policy to reimburse Council delegates for all expenses that are reasonably necessary and actually incurred when traveling on authorized Navajo Nation official business. While it is the Navajo Nation's intention that Council delegates travel in comfort, it is also the Navajo Nation policy that all travel be undertaken in the most economical mode consistent with business objectives. In no event shall modes of travel, accommodations, or meals be lavish or extravagant.

To be reimbursable, travel expenses shall be reasonable, necessary, lawful, and properly approved in accordance with the requirements of this handbook. These requirements not only follow good business practice but also comply with IRS requirements for deductible expenditures, which must be "ordinary, necessary, and reasonable to the conduct of a business." As most travel expenses--transportation, lodging, meals--meet the test of necessity, potential problems, for the Council delegate and the Navajo Nation, depend on the test of reasonableness.

2 N.N.C. Sections 106 (B), (C), (D), (E) and 169 (B) regulate the amount of per diem payment and mileage reimbursement to Council delegates for attending Navajo Nation Council sessions and standing committee meetings. Mileage reimbursement to Council delegates is at the CONUS rate for attending Council sessions and committee meetings, \$60 per diem for attending at least three hours of Council session or Committee meeting and \$80 per diem for the Chairperson of the standing committees. Claims for per diem payments and mileage reimbursements for attending Navajo Nation Council sessions and standing committee meetings shall be processed by using the claim forms provided by the Office of the Controller, not the TA forms.

III. STATEMENT OF PURPOSE

This Navajo Nation Council Travel Policies and Procedures Handbook has been designed in order to provide the following:

1. To increase coordination between the offices in the Legislative Branch that provide direct assistance to delegates who are requesting to travel;
2. To increase coordination among standing committees and members of the standing committees when requesting travel within and outside the Navajo Nation;

NAVAJO NATION COUNCIL DELEGATE TRAVEL POLICY AND PROCEDURES HANDBOOK

3. To regulate reimbursable expenses; and
4. To maintain the reporting of travels and related business expenditures.

IV. GENERAL POLICY

It is Navajo Nation policy neither to encourage nor discourage travel and related business activity, but to expect that all Navajo Nation Council delegates use their best judgment and act prudently regarding travel expenditures in accordance with the policies contained herein. The following are the general policies:

1. Only reasonable and necessary expenses that are incurred in the course of accomplishing Navajo Nation official business objectives shall be reimbursed. Reimbursable expenses shall be reported promptly, accurately, and with the required documentation as provided herein.
2. Allowable expenses for all travel areas provided in this policies and procedures handbook shall be authorized and approved by the Speaker of the Navajo Nation Council in the following manner:
 - A. Travel requests utilizing standing committee travel account require the approval of the respective standing committee. The Chairperson of the respective standing committee shall submit in writing to the Office of the Speaker detailed information that indicates the vote taken by the committee authorizing the use of the committee travel account. Other information shall include, but not be limited to, the names of the delegates that will be traveling, place of travel, and date of travel.
 - B. Travel requests utilizing the Office of the Speaker travel account shall be considered at the sole discretion of the Speaker of the Navajo Nation Council.
 - C. Whenever Council delegates charge their travel expenses against another Navajo government program other than the Navajo Nation Council, Office of the Speaker, or standing committee accounts, the personnel having final authority to approve the use of the account and the Speaker of the Navajo Nation shall approve the travel authorization ("TA"). Council delegates utilizing Navajo government program accounts, including task forces, boards and commissions of the Executive, Legislative and Judicial Branches of the Navajo government, shall not subject Council delegates to abiding by the travel policies approved for use by Navajo government employees.
 - D. The Speaker's TA shall be signed by the Controller of the Navajo Nation, or his or her designee, for the purpose of ensuring that sufficient funds are available in the account the Speaker will use for his or her travel.
3. The Speaker shall exercise prudent management of available resources. The Speaker has the responsibility of closely scrutinizing all travel by Council delegates, especially for attending training and conferences that are outside the Navajo Nation.
4. Documentation of proposed travel shall be submitted on the TA form provided by the Office of the Controller. This form shall be properly completed by the Finance Section of the Office of the Speaker and personally signed by the Council delegate. An estimate of the allowable expenses (if any) shall appear on the TA. TA forms shall be submitted to the Office of the Controller far in advance of the time of departure, except where time is of the essence.

NAVAJO NATION COUNCIL DELEGATE TRAVEL POLICY AND PROCEDURES HANDBOOK

5. Council delegates shall exercise good judgment with respect to travel expenses by employing the most economical means of transportation, lodging, and meals that is consistent with the need for comfort and for the effective conduct of business.
6. All travel arrangements for airline, and car rental reservations should be placed through the Navajo Nation's designated travel agent, which shall make the arrangements pursuant to the policies and guidelines established herein. The Controller of the Navajo Nation shall have the authority to update on an annual basis, or when necessary, the travel reimbursement rates in accordance with the Internal Revenue Services guidelines and CONUS rates.
7. Falsifying travel documents is prohibited, and will be handled pursuant to applicable Navajo Nation laws, rules, and regulations.
8. In instances where the Council delegate makes the changes to a travel itinerary for personal reasons, and not business, the Council delegates shall pay for any additional charges.
9. Council delegates traveling as members of any Navajo Nation enterprise boards, school boards, county supervisors and other entities shall comply with travel policies and procedures applicable to such boards and organizations, not this policies and procedures handbook.

V. DEFINITIONS

1. The "designated travel agent" is the single travel agency with which the Navajo Nation has contracted to provide travel planning, assistance to travelers and to aid the Navajo Nation in controlling costs, consistent with this policy.
2. "Navajo Nation" means, for the purpose of this handbook, Navajo Nation Council, standing committees of the Navajo Nation Council, subcommittees of the standing committees of the Navajo Nation Council and Navajo government programs.
3. "Official travel" is travel to perform business on behalf of the Navajo Nation from which the Navajo Nation derives a benefit. This travel is normally necessary when the official business cannot be accomplished by any other means at the Navajo Nation office to which the Council delegate is assigned.
4. "Reasonable expenditure" is defined as a payment, tendered for goods or services that primarily benefit the Navajo Nation rather than the Council delegate, in an amount that the Council delegate would readily pay if he or she were paying the expense himself or herself.
5. "Travel Areas" are:
 - A. AREA "A" -- The Navajo Nation and all other locations within the United States of America, except as provided by Area "B" herein.
 - B. AREA "B" -- Any of the following metropolitan areas. This list is subject to change and an updated list shall be published and released by the Office of the Controller when changes occur.

(1) Boston, Massachusetts

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- (2) Chicago, Illinois
- (3) Los Angeles, California
- (4) New York, New York
- (5) San Francisco, California
- (6) Washington, D.C.

C. AREA "C" -- All locations outside of the United States of America

VI. TRAVEL AUTHORIZATION FORMS REQUIRED

SPECIFIC POLICIES:

1. After the Speaker of the Navajo Nation Council approves the travel request by the Council delegate, the Legislative Advisor assigned to the standing committee of which the Council delegate is a member shall prepare and submit an itinerary form to the Finance Section of the Office of the Speaker. The completed itinerary form must provide information including, but not limited to, date, time and place of departure, travel advance required, etc. The itinerary form is appended hereto as Form OS-TA1.
2. An estimate of the allowable expenses to be incurred shall be prepared by the Finance Section on the TA form based on the itinerary submitted by the Legislative Advisor. The estimate shall be sufficient to cover all expenses to be incurred except the rental cost of Navajo Nation vehicles. When reporting expenses on the travel report, a memorandum justifying the expenditure(s) shall support any expenses not stated on the original TA.
3. Maximum daily rates for meals, lodging and other allowable expenses to be incurred in travel Area "C" shall be negotiated with the Controller before the estimate of the allowable expenses to be incurred can be prepared on the TA. The negotiation of allowable expenses shall be completed twenty (20) working days prior to date of departure.
4. Travel for conferences and meetings shall include complete cost analysis identifying all travel related expenses such as cost of tuition fee, meal costs included in the tuition fee, banquet, etc.
5. The Council delegate shall personally sign his or her signature on the TA form.

GUIDELINES:

1. The TA should be submitted to the Office of the Controller at least twelve (12) working hours prior to the time of departure to ensure the availability of funds and the estimated expenses are encumbered, except where time is of the essence.
2. It may be necessary to determine the estimate of allowable costs in advance. When an estimate for commercial airfare is necessary, the Council delegate should specifically inform the Nation's travel agent that the purpose of the estimate is to determine the overall cost of the intended travel.
3. Allowable expenses in excess of the estimate or when an estimate was not prepared on the TA may be reimbursed, provided that funds are available in the appropriate budget account and justified in the Trip Report.

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VII. MAKING TRAVEL ARRANGEMENTS

SPECIFIC POLICIES:

1. Council delegates should use the designated travel agent to make their business travel arrangements for airfare and commercial car rental.
2. All airline and rental car reservations booked for official travel of the Council delegate shall be charged to the Navajo Nation.
3. All Council delegates traveling by air shall utilize and accept the Lowest Logical Fare Routing (LLFR) whenever possible.

GUIDELINES:

1. To assist the travel agency in providing efficient, economical service, each Council delegate should complete a personal profile sheet, which would be on file with the travel agency. The profile sheet would provide detail information on the Council delegate's preferred airline, aircraft seating, hotel chain, etc., and record of any frequent flyer membership numbers.
2. Any instances of the designated travel agent providing less than satisfactory services or failing to secure the Lowest Logical Fare Routing should be reported to the Controller of the Navajo Nation in writing.
3. When pre-departure changes in travel plans require revision or cancellation of airline, hotel, or rental car reservations, Council delegates should immediately notify the designated travel agent so that the required changes can be made. Council delegates must keep in mind that not all airfares are refundable and, when airline itinerary is changed, the airlines often retain the non-refundable airfare by reserving the tickets for future use by the original traveler.

VIII. TRAVEL ADVANCES AGAINST SALARY

SPECIFIC POLICIES:

1. Council delegate traveling under a TA may request an advance against his or her salary to cover estimated travel expenses to be incurred, pursuant to 2 N.N.C. Section 107 (A), (B) and (C).
2. The maximum amount of the advance shall be the estimated allowable per diem expenses to be incurred less the amount, if any, of the expenses to be charged to the Navajo Nation (airline tickets, rental cars, hotel, etc.).
3. The travel advance approved and paid to a Council delegate may be deducted in full from the delegate's payroll check or checks, pursuant to 2 N.N.C. Section 107 (C).
4. In order for a travel advance to be approved, it shall be requested on a TA form provided by the Office of the Controller. Travel advances shall be approved only if supported by a properly executed TA, which includes all prescribed approvals, an estimate of expenses, and the encumbrance for these expenses.

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5. When travel is cancelled and a travel advance check was issued, the check shall be reported to payroll section of the Division of Finance immediately by returning the check so it can be voided. If the Council delegate fails to return the advance, the payroll section shall immediately initiate a payroll deduction.
6. To avoid substantial travel advances, the Controller of the Navajo Nation may issue a purchase order to cover the cost of lodging and meals in lieu of travel advances if there are 5 or more Council delegates travel to the same destination and for the same purpose.

GUIDELINES:

1. All requests for travel advances should be submitted to the Office of the Controller at least sixteen (16) working hours prior to the time of departure, except where time is of the essence.

IX. CREDIT CARDS

SPECIFIC POLICIES:

Council delegates may apply for the use of Travel Charge Cards, which may be issued to qualified delegates for the sole purpose of paying for travel expenses authorized by this policies and procedures handbook.

1. Council delegates may apply for a travel charge card through the Office of the Controller. The Controller shall provide the appropriate application form to the Council delegate.
2. The Travel Charge Card shall be issued and controlled as follows:
 - A. The Controller shall have the authority to cancel Travel Charge Cards at any time for good cause while the cardholder is still a Council delegate.
 - B. The Council delegate shall agree to relinquish the Travel Charge Card to the Travel Office upon termination of term or when requested to do so.
 - C. Travel Charge Cards shall be issued through and relinquished to Travel Office.
 - D. The Controller may establish additional controls.
3. Responsibilities for payment of Travel Charge Card monthly statements shall be as follows:
 - A. All travel expenses and purchases paid for with the Travel Charge Card **shall be the responsibility** of the Council delegate to whom the card was issued.
 - B. Failure to pay for travel expenses and purchases when the monthly statement is received shall cause the delegate to pay late charges and may result in cancellation of the Travel Charge Card.
 - C. The Controller may payroll deduct a delegate to pay off the delegate's delinquent travel charge card.

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X. AIR TRANSPORTATION

The Navajo Nation utilizes the lowest logical commercial fares. These tickets are non-refundable. Therefore, the traveler should not ticket a flight if there is a possibility of not being able to travel. Changes are costly and should be made only in case of true emergencies. Subsections 1, 2, 3, 4, 5, 6 and 7 of this section are applicable only to commercial fares, not the Navajo Nation Department of Air Transportation and charter aircraft.

1. Lowest Logical Fare Routing

All delegates traveling by air shall utilize Lowest Logical Fare Routing (LLFR). LLFR is the lowest fare for the trip, which meets the following requirements:

- A. Schedule falls within a two-hour "window" around the requested departure and arrival.
- B. Has no more than one interim stop each way.
- C. Results in scheduled layover time not exceeding two hours domestic or four hours international.

2. Negotiated Fares

Delegates may be eligible as non-mandatory users of Federal Government Airfares and may become eligible as mandatory users. The designated travel agent and/or the Navajo Nation Government may from time to time negotiate with carriers for special discount fares. The designated travel agent shall automatically book air travel on airlines offering discount fares appropriate for the given delegate. Delegates shall not request other carriers when airlines offering discount fares have available seating.

3. Advance Reservations

Because most discounted fares require advance purchase, it is in the Navajo Nation's interest that delegates plan their air travel as far in advance as possible.

- A. All travel shall be scheduled at least seven (7) calendar days in advance, except when time is of the essence.
- B. Delegates who travel to regularly scheduled meetings shall purchase air travel tickets thirty (30) calendar days in advance to secure the lowest fares.

4. Class of Services

Tourist, Coach (Y) or specially reduced fares shall be used for domestic and international travel, with the following exceptions:

- A. On international flights (except to Canada and Mexico), Business Class may be used, but only if the flying time exceeds four hours past U.S. departure point.
- B. In the event that no Coach or Business Class accommodations are available, and alternate flights or rescheduling is not feasible, upgrades to First Class may be used.

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5. Airfare Booking and Frequent Flyer Programs

The travel agent should book all business travel by the most direct route and with the lowest fare within a "two-hour window" of the requested departure/arrival time. Delegates may not request particular airlines or particular routes to accumulate mileage in a frequent flyer program, unless fares for these airlines and routes are consistent with the Lowest Logical Fare Routing. Mileage accumulated from frequent flyer programs shall be the property of the Navajo Nation and should be retained for business use.

6. Personal/Business Travel

When personal travel is combined with business travel, only the LLFR business portion of the trip shall be reimbursed, with the amount determined as of the date ticketed. Details of personal travel shall be identified at the time of booking.

However, if a delegate secures overall travel savings by using a discounted fare that requires a weekend stay, at the beginning or end of the trip, the Navajo Nation shall reimburse reasonable hotel and meal expenses for the extension, provided such expenses do not exceed the amount of savings realized from the discounted air fare.

7. Changes in Travel Arrangements

When changes in travel plans require either cancellation of or changes to airline tickets, the travel agent shall be notified immediately. En route changes that do not require a fare change may be handled directly by the delegate with the airline ticket counter. Changes that do require a fare change shall be handled by calling the designated travel agent's 24 hour 1-800 number. If changes are made for personal reasons rather than business, the Council delegate shall pay any additional fines, fees and fares. Changes for business reasons shall be justified on trip report. The Council delegate is responsible for any additional charges for missed flights, except when the circumstance that prevented the traveler to adjust his or her flight schedule was beyond his or her control such as natural disaster, prolonged meeting, etc.

8. Use of Navajo Nation Department of Air Transportation

- A. The Navajo Nation owns and operates three airplanes; their use is scheduled on a first come first serve basis. Priority will be given to the Office of the President, Office of the Speaker, Council delegates or their designees.
- B. The use of the Department of Air Transportation aircraft shall be used when it is economically feasible as compared to other modes of transportation.
- C. Delegate time/productivity should be used to calculate the total cost of travel by each user. The wages and lost productivity time of travelers should be used in calculating the true cost of traveling on the Navajo Nation aircraft.
- D. When arrangements are made with the Department of Air Transportation, traveler must provide a copy of an encumbered Travel Authorization form.

9. Use of Charter Aircraft (i.e. Gallup flying services, Four Corner Aviation, etc.)

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- A. Use only in the event that there is no Navajo Nation Air Transportation Aircraft available.
- B. Use of chartered aircraft is subject to approval by the Speaker.
- C. All chartered aircraft must be operated in accordance with Federal Aviation Regulations part 135 and must be certified to operate in instrument flying conditions.
- D. All pilots of chartered aircraft must be operated in accordance with Federal Aviation Regulations part 135 and must be qualified for flight in instrument flying conditions in accordance with part 125 regulations.
- E. All corporations contracted to provide charter service shall carry a minimum insurance liability of \$1,000,000 per passenger seat.

10. Air Transportation Expenses Not Reimbursed

- A. Upgraded Class of Service--Delegates who wish to upgrade, which is sometimes permitted at check-in for a nominal expense, may do so at their own expense.
- B. Trip Insurance--The Navajo Nation provides coverage for accidental injury or death for all delegates traveling on Navajo Nation business. Additional coverage may be purchased at the delegate's expense.
- C. Airport Lounges--The Navajo Nation shall not pay for or reimburse expenses on airport lounge club memberships for delegates.
- D. Excess Baggage--The Navajo Nation shall reimburse for excess baggage only when such excess is Navajo Nation equipment.
- E. Additional charges on flight changes for personal reasons.

XI. GROUND TRANSPORTATION

SPECIFIC POLICIES:

- 1. Council delegates shall use rental vehicles only when no other modes of transportation are available. When considering ground transportation at destination, Council delegates shall use the following in the order of availability: (1) Navajo Nation vehicles, (2) courtesy vehicles, (3) airport limousines, (4) buses, (5) subway, (6) taxis, and (7) rental vehicles.
- 2. All arrangements for vehicle rentals should be made through the Navajo Nation's designated travel agent. Companies with whom the Navajo Nation has discount rates shall be used, wherever available.
- 3. Compact vehicles (B Class) shall be the standard authorization for individual Council delegates. However, Midsize (C Class) or larger vehicles may be used when transporting clients or when four or more Council delegates are traveling together and sharing rental.

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4. In the U.S.A., its territories and possessions, and Canada, Council delegates shall decline all extra cost for insurance coverage.
5. All accidents involving rental vehicles shall be reported to the rental agency, and a copy of the accident report and bill of repairs, if available, shall be attached to the Council delegate's travel expense report.
6. The renter is responsible for payment of all citations issued to driver on rental vehicle.
7. All expenses for which the Council delegate seeks reimbursement shall be documented on the expense report. Reimbursable expenses and the necessary documentation are as follows:
 - A. Airport Limousine or Bus -- cash receipt, required if over \$10.00.
 - B. Taxi -- cash receipt, required if over \$10.00.
 - C. Gasoline -- cash receipt or credit card receipt required.
 - D. Parking Fees, Tolls -- no receipt required.
 - E. Tolls, Subway or bus tokens -- no receipt required.

GUIDELINES:

1. One vehicle per four passengers should be the principle measure when determining the need for an additional rental car.
2. If the rental car is damaged, the rental company must be instructed by the Council delegate to submit a claim to the Insurance Services Department, and the Council delegate must notify the Insurance Services Department in writing, including a detailed description of the damage. The Insurance Services Department will then handle the matter.
3. The Controller at his discretion may pay charges to rental company and recover funds, through payroll deduction of traveler.
4. Where applicable, rented vehicles should be returned with full tanks of gasoline to avoid the high prices charged by rental companies.

XII. PERSONAL VEHICLE

SPECIFIC POLICIES:

1. Council delegates may use their personal vehicle for Navajo Nation business trips, provided they carry the minimum personal liability insurance in the amount required by the state in which their personal vehicle is registered.
2. Mileage allowance shall be the per mile rate for business miles published by the Federal Travel Regulation at the beginning of The Navajo Nation's fiscal year. The Controller through a memorandum will provide notification of per mile rate changes.

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3. The Council delegate shall be reimbursed for the actual miles traveled in a privately owned vehicle provided by the Council delegate. Mileage will be reimbursed using the most direct route with not more than ten (10) miles per trip for incidental travel added when there is no justification provided by the Council delegate. The Council delegate shall submit on the travel report the actual odometer readings taken at the beginning and at the end of the trip. If odometer readings are not furnished, the standard mileage chart published by the Office of the Controller or a Rand McNally map shall be used to reimburse the Council delegate, without consideration for any intra-city travel.
4. Business mileage travel is reimbursed from the Council delegate's residence.
5. When more than one (1) Council delegate utilizes the same private vehicle, only the person owning the vehicle or responsible for the vehicle may include on his or her TA an estimate of these expenses and claim reimbursement for these expenses.
6. Total reimbursement for the trip (mileage, tolls, other living expenses en route) when a personal vehicle is used in lieu of the commercial air transportation shall be limited to the amount that would have been incurred had the Council delegate used Lowest Logical Fare routing means of commercial air transportation.

GUIDELINE:

1. Mileage rate, bridge and highway tolls, and parking fees are reimbursable when properly documented on the travel expense report.

XIII. USE OF NAVAJO NATION VEHICLE

Council delegates may use Navajo Nation vehicles if one is available to conduct official Navajo Nation business in the following manner:

1. Council delegate shall be authorized and qualified to operate the vehicle. Since the Navajo Nation vehicles are leased or rented from the Navajo Nation Fleet Management Department through the use of an Interdepartmental Charge Requisition, an estimate of the cost for use of a Navajo Nation vehicle shall not appear on the Travel Authorization.
2. Delegates utilizing a Navajo Nation vehicle outside of the Navajo Nation shall submit a TA to Fleet Management Department to identify the specific destination and purpose of travel.

XIV. LODGING

SPECIFIC POLICIES:

1. Reasonable commercial accommodations and rates shall be utilized at all times.
2. The Council delegate's personal preference in lodging shall be considered only when it does not result in added expense to the Nation. Council delegate may make his or her lodging reservation, or seek the assistance from the Legislative Advisor, Finance Section of the Office of the Speaker and/or the Designated Travel Agent.

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3. Approved rates are for single occupancy and for accommodations priced no higher than mid-range in the hotels published prices, except as provided herein.
4. Only room rates including mandatory taxes shall be reimbursable; charges for personal items such as movies, haircuts, liquor, and personal telephone charges shall not be reimbursed.
5. Additional costs incurred in traveling with a dependent shall not be reimbursed, unless the presence of the dependent was necessary for the completion of Navajo Nation business or required for medical purposes; travel arrangements for dependents shall require the advance approval of the Speaker. Council delegates are responsible for make travel arrangements for their dependents or companion.
6. If an unauthorized traveler (wife, child, etc.) occupies a room with an authorized Council delegate, the single rate charge shall be reimbursed if such rates can be determined. If the single rate charge cannot be determined, 75 percent of the rate charged shall be reimbursed.
7. At times, it may be convenient or necessary to lodge in the private homes of friends or acquaintances while traveling on Navajo Nation business. A token of appreciation for the host or hostess is appropriate, and expenditures of up to \$25.00 per night may be reimbursed. The Council delegate shall attach a receipt or written justification by the owner or renter of the house noting that the expenditure was "in lieu of" lodging to the expense report. The name, address, amount, telephone number and number of nights stay at the recipients residence shall be indicated on the expense report. Appended hereto is the receipt or written justification form marked as Form OS-TA2.
8. To be reimbursed, all incurred room charges shall be supported by the original itemized bills/receipts, with name of hotel, address and phone number.
9. The maximum allowable reimbursement for daily lodging in Areas "A" and "B" shall be the amount specified in the CONUS PER DIEM RATES (which is published by the GSA Travel Services) for the city in question. If the city where lodging is purchased is not listed in the CONUS Per Diem Rates. The Controller shall include these Per Diem Rates in the Budget Development Instructions each fiscal year. Lodging and all applicable taxes and occupancy fees will be paid per Federal CONUS Per Diem Rates.
10. The maximum allowable reimbursement for daily lodging in Area "B" shall be set by the Controller and shall be included in Budget Development Instructions each fiscal year.
11. Council delegates shall cancel any unneeded reservations directly or through the designated travel agent. Cancellation shall be recorded with the designated travel agent by the Council delegate for future use to protect the Navajo Nation and the Council delegate from possible billing or collection. No show bills are an unnecessary and completely avoidable expense and shall not be reimbursed unless there is written justification that provides detailed and reasonable grounds why the reservation was not canceled which must be reviewed and approved by the Controller of the Navajo Nation prior to reimbursement.

GUIDELINES:

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1. Unless another establishment is more economical, or site location poses a major problem, reservations should be made with the lodging chains, if any, with whom the Navajo Nation, or designated travel agent, has negotiated reduced rates.
2. Council delegates should always confirm at the check-in desk that the corporate or other discount rate is being honored. They should also check their bill carefully at checkout, being sure not to pay for services that were not provided.
3. A credit card slip is not acceptable, insufficient and will not be reimbursed.
4. The traveler may choose to use one of the hotels that have a Direct Bill Agreement with the Navajo Nation.
5. Traveler should be aware of check out time to avoid additional charges, as the Navajo Nation will not reimburse for these charges.

XV. MEALS

1. The Navajo Nation shall reimburse the cost of meals when a Council delegate is in travel status from home when on Navajo Nation business, except otherwise provided herein. This section shall not apply to Council delegates traveling from their residence to attend standing committee meetings/hearings and Navajo Nation Council sessions; per diem rate is set by 2 N.N.C. Section 106 for attending committee meetings/hearings and Navajo Nation Council sessions.
2. The maximum allowable reimbursement for daily meals in Areas "A" shall be the amount specified in the CONUS Per Diem Rates (which is published by GSA Travel Services) for the city in question. If the city where meals are purchased is not listed in the CONUS Per Diem Rates, then the allowable reimbursement shall be the amount specified for the city nearest to that in question which is listed in the CONUS Per Diem Rates. The Controller shall include these rates in the Budget Development Instructions each fiscal year.
3. When Council delegates travel for more than one day, the first and last day of travel shall be reimbursed pursuant to the quarter hour rate set by the Controller of the Navajo Nation. All additional days will be reimbursed at 100% of CONUS Per Diem Rates.
4. The maximum allowable reimbursement for daily meals in Area "B" shall be set by the Controller and shall be included in the Budget Development Instructions each fiscal year.
5. Meals included as part of Registration and Conference Fees shall reduce the maximum allowed for meals accordingly.
6. Expenses for alcoholic beverages are not allowable for reimbursement.

XVI. MISCELLANEOUS EXPENSES

1. Telephone

Expenses for business calls paid for by the Council delegate shall be reimbursed. Whenever possible, business calls should be made at the Council delegate's hotel or motel and charged to his or her bill. In such cases, the Council delegate shall indicate on his or her hotel bill the party

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to whom the call was placed and the purpose of the call. Telephone calls may not be charged to a Navajo Nation telephone from a third number. A statement indicating the date of the call shall support business calls placed from a telephone other than at the traveler's hotel or motel, the party called, the purpose of the call, and the cost.

2. Tips

Tips for meals are included in CONUS Per Diem Rates. The actual amount paid by the Council delegate for tips, not automatically the maximum allowable, shall be considered allowable expenses subject to the following limitations: Tips for meals and taxis are limited to 15% of the actual cost. Tips for baggage handling at hotels and airports are limited to \$2 per departure or arrival.

3. Registration and Conference Fees

The actual cost of required registration and conference fees paid by the Council delegate shall be considered allowable expenses. Receipts shall be obtained and submitted to the Office of the Controller for reimbursement purposes. If the fees include meals, the maximum allowable reimbursement for meals shall be reduced accordingly.

4. Other Expenses

Any other reasonable expenses associated with faxing and photocopying documents, securing office supply material such as pen and paper, and sending by mail official documents paid by the Council delegate, which are necessary to conduct official business, shall be considered allowable. Such expenses shall be included in the estimate on the Travel Authorization. Laundry, entertainment, haircuts, literature, liquor, and other incidental items are considered personal expenses and shall not be reimbursed.

5. Per Diem or expenses of other Authorized Travelers

If an authorized Council delegate is going to pay and be responsible for the expenses of any other authorized travelers traveling with him or her, an estimate of the expenses to be paid for on behalf of other traveler shall be included on his or her Travel Authorization.

The Council delegate shall not include in his estimate or make payment to others for mileage or meals of Council delegates traveling with him or her. Each traveler shall make his or her own claim for meals.

XVII. PAYMENT METHODS

SPECIFIC POLICIES:

1. Allowable expenses, except those paid directly by the Navajo Nation, which are incurred by the Council delegate and included in his or her Travel Authorization estimate shall be reimbursable by the Navajo Nation, provided that funds availability is verified and approved by the Office of the Controller prior to departure, except as otherwise provided herein.

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2. Unless authorized by the Controller, only the following expenses may be billed directly to the Navajo Nation. All other expenses shall be paid for by the Council delegate and may be reimbursed.

A. Commercial Air Fares

- i. If authorized to utilize commercial aircraft, the Council delegate shall obtain an itinerary and an estimate of the cost of the ticket shall be included on the Travel Authorization. The itinerary shall be attached to the Travel Authorization showing the time, date, and location of each departure and arrival, and the name of airline and flight number. The cost of the ticket shall be billed to the Navajo Nation. The majority of airlines issue electronic tickets; therefore the Traveler must show their identification to obtain their ticket at the Airline Ticket Counter. If a change of plans does not reasonably require the Council delegate to change routes, or obtain another ticket, any additional cost may be charged to the Council delegate.
- ii. The Council delegate shall plan his or her trip sufficiently so that changes in itinerary which result in unused flight tickets or additional flight tickets will be held to a minimum. Any Council delegate guilty of habitually changing flight tickets shall be required by the Controller to purchase his or her ticket out of his or her personal funds and request reimbursement upon completion of travel.

B. Charter Air Flights

- i. If authorized to utilize chartered aircraft, the Council delegate shall arrange for all "Charter Flights" through the Navajo Nation Air Transportation Department. Charter flights shall be used for emergency or cost saving purposes only, and not merely for the convenience of the Council delegate.
- ii. The Air Transportation Department is hereby authorized to restrict and/or prohibit the use of charter flights when regularly scheduled flights or other means of transportation are available and more economical.

C. Rental Cars

If authorized to utilize a rental car, the Council delegate should obtain an itinerary from the Travel Agent for confirmation number and a car rental voucher if applicable from the Travel Office.

D. Lodging Costs

Hotel/Motel costs may not be billed to the Navajo Nation except through the Purchase Order or a Request for Direct Payment with the prior approval of the Controller or his or her designee and only when a group of 5 or more Council delegates are traveling to a single location for the same purpose or when there will be an extended stay at a single location

- i. General Guidelines for Purchase Requisitions and Request for Direct Payment:

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1. Length of stay at the same location. If the Council delegate will be staying at the same location for seven (7) or more continuous nights, there is justification for the processing of a Purchase Requisition or Request for Direct Payment.
2. Large group of travelers staying at the same location. If a group of 5 or more delegates are staying at the same location there is justification for the processing of a Purchase Requisition or Request for Direct Payment.

Both of these situations require a written justification and approval prior to encumbering and processing. Unless there are extenuating circumstances, Purchase Requisition or a Request for Direct Payment not meeting the general guidelines will be returned to the originating department or program.

E. Meal Cost

Meal Cost may not be billed to the Navajo Nation except through the Purchase Order or a Request for Direct Payment with the prior approval of the Controller or his or her designee, only when a group of Council delegates are traveling to the same location for the same purpose. A single vendor shall be used to provide the meals.

XVIII. EXPENSE REPORTING

1. Council delegates shall submit expense reports for any claims for reimbursement. The expense report not received by the Office of the Controller within thirty (30) days after the conclusion of a trip may cause the advance to be deducted from the paycheck before the reimbursement is processed. This procedure shall be followed unless the Controller approves different arrangements in advance. The request and acceptance of an advance by a Council delegate so authorizes this deduction.
2. Council delegates shall submit the Travel Expense Report portion of the Travel Authorization, obtainable from the Office of the Controller, for all business travel and related business expenses incurred on behalf of the Navajo Nation. The reports shall be submitted to the Speaker for approval, with original signatures. The Speaker shall be responsible for the timeliness, completeness, reasonableness, and propriety of expenditures, in accordance with Navajo Nation policy as contained herein and the Navajo Nation laws.
3. Allowable expenses not stated on the TA as approved by the Speaker for travel shall be justified on the report form.
4. Travel Expense Reports SHALL be submitted within thirty (30) days of the conclusion of each trip.
5. A completed trip report form shall be attached to the Council delegate's Travel Expense Report for a trip authorized by the Speaker. A Trip Report is a memorandum addressed to the Speaker – see appended Form OS-TA3. The narrative of the Trip Report shall include the following:
 - A. The Travel Authorization number.
 - B. The place or places visited during the trip.

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- C. The purpose of the trip.
 - D. The person(s) contacted during the trip.
 - E. The business purposes accomplished on the trip.
 - F. The Original signatures of traveler and approval authority.
- 6. Expenses shall be reported chronologically on a day-to-day basis.
 - 7. When expenses are shared between two or more Council delegates, each Council delegate shall include his or her share of the expense and document the circumstances.

GUIDELINES:

- 1. The Finance Section of the Office of the Speaker may request dis-encumbrance after sixty (60) calendar days of the trip if no claims have been made. All Travel Authorizations will be disencumbered (closed) after sixty (60) calendar days. No reimbursement will be processed thereafter.
- 2. If nothing was accomplished on the trip or the Navajo Nation received no benefits from the trip, the trip should not have been taken and the Speaker may disallow any reimbursement, except when the circumstances were beyond the control of the Council delegate.
- 3. The use of averages or approximations is not accepted. When the period of travel is greater than seven (7) days, a photocopy of the Expense Report portion of the Travel Authorization should be used to report the additional days.
- 4. Council delegates must maintain an accurate record of daily expenses.

XIX. CLARIFICATIONS TO THE POLICIES AND PROCEDURES

The Controller may issue whatever directives and memoranda, in consultation with the Finance Section of the Office of the Speaker, he or she deems necessary to clarify the intent of these Policies and Procedures.

XX. AMENDMENT TO THE POLICIES AND PROCEDURES

Upon the recommendation of the Controller of the Navajo Nation and Finance Section of the Office of the Speaker, the Budget and Finance Committee of the Navajo Nation Council may amend the Navajo Nation Travel Policies and Procedures.

APPENDICES

FOR COUNCIL DELEGATE ITINERARY ONLY

Delegate's Name: _____ SSN: _____

Purpose of the Trip: _____

Date Leaving: _____ Date Returning: _____

Account to be used: _____

1. Do you need to rent a car? Yes ☐ No ☐

2. Preference for Hotel (names):

a. _____

c. _____

b. _____

d. _____

Other notes for lodging (purchase order available only if five (5) or more delegates are traveling):

3. Commercial Airline (if applicable):

a. Which town or city do you prefer to leave from?

Please mark A.M. or P.M.

A.M. ☐ P.M. ☐

b. Which town or city do you prefer to return to?

Please mark A.M. or P.M.

A.M. ☐ P.M. ☐c. Which town or city will you also be making stops for meeting(s) (i.e. you may have meetings at Albuquerque then travel to Washington, D.C.)?

4. Registration/Tuition or Conference Fees:

☐ Yes, registration fee is required (please attach registration form).☐ No, registration fee is not required.

5. Do you need travel advance?

Yes ☐No ☐

If yes, how much?

_____ Meals Only

_____ Lodging Only

_____ Meals and Lodging

_____ Full Amount

Other notations: _____

Legislative Advisor for Committee Member_____
Date Submitted

**NAVAJO NATION COUNCIL DELEGATE
Lodging Receipt/Memorandum**

Name of Delegate: _____ Travel Authorization No.: _____

I, _____ (homeowner or renter), provided lodging for the above named
Council delegate from ____/____/____ to ____/____/____. In return I have received \$_____. If
there are any questions, I may be reached at (_____) _____ - _____.

Mailing Address:

Signature_____
Date

✂

**NAVAJO NATION COUNCIL DELEGATE
Lodging Receipt/Memorandum**

Name of Delegate: _____ Travel Authorization No.: _____

I, _____ (homeowner or renter), provided lodging for the above named
Council delegate from ____/____/____ to ____/____/____. In return I have received \$_____. If
there are any questions, I may be reached at (_____) _____ - _____.

Mailing Address:

Signature_____
Date

Navajo Nation Council Delegate Trip Report

Name of Council Delegate: _____ TA Number: _____

Date Completing Travel Report: _____ Travel Date(s): (departed) _____ (returned) _____

Time of Departure: _____ AM/PM Time of Arrival: _____ AM/PM

Time of Departure: _____ AM/PM Time of Arrival: _____ AM/PM

Mode of Transportation: Government Vehicle ☐ Private Vehicle ☐ Commercial Flight ☐ Charter Flight ☐

Odometer Reading: Beginning: _____ Ending: _____ Total Miles: _____

Purpose of the Travel: _____

Person(s) Contacted: _____

Accomplishment(s): _____

I certify that this trip report represents all claims incurred by me on official travel as herein stated.

Signature of Delegate

Date

JUSTIFICATION FOR UNAUTHORIZED EXPENSES:

Speaker of the Navajo Nation Council

Date