

# DR. BUU NYGREN *PRESIDENT*

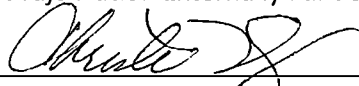
## RICHELLE MONTOYA *VICE PRESIDENT*

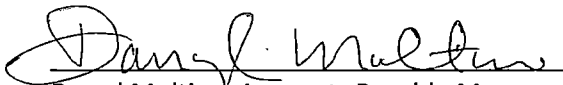
The Navajo Nation | Yideeskáądi Nitsáhákees

Memorandum

TO: Navajo Nation Externally Funded Programs/Departments/Divisions

FROM:

  
Christine M. Chavez, Accounting Manager  
Office of the Controller, Contract Accounting Section

  
Darryl Multine, Accounts Payable Manager  
Office of the Controller

DATE: April 11, 2023

SUBJECT: Travel Authorization Forms (TA)

The Office of the Controller Accounts Payable Section has transitioned to Electronic Travel Authorization Form as of December 22, 2022. Effective immediately, Contract Accounting Section will require all programs to comply with the following requirements before the Travel Authorization (TA) is approved by the assigned accountants:

- TA number must be assigned by Accounts Payable before submitting to Contract Accounting.
- If business units are not listed, TA will be rejected.
- TA must be signed by the authorized approver listed on the Expenditure Authorization Signature Form (EASF) and/or approved delegation.
- Traveler AB# must be identified on TA.
- Travel dates must be within the period of performance on the business unit identified.
- For travel advances, TA must be submitted two working days prior to travel in accordance with OOC's travel policy.
- For mileage reimbursement, insurance information must be provided.
- Travelers must not exceed government per diem rates.
- The TA will be sent back to the department after Contract Accounting reviews and approves the TA.
- **TA Expense report will be reviewed by Accounts Payable Section only. The Contract Accounting Section will only review and approve travel authorization form PRIOR to travel.**

To avoid delays in the TA approval process, ensure all listed items are completed. If you have questions, please contact your assigned accountants. Thank you.

CONCURRED:

  
Elizabeth Begay, Acting Controller