



**LEGISLATIVE BRANCH
OFFICE OF LEGISLATIVE SERVICES
ADMINISTRATIVE PROCEDURES**

SUBJECT	TRAVEL PROCEDURES	RELEASE DATE June 19, 2017
REFERENCES	Navajo Nation Employee Travel Policy and Procedures Handbook Navajo Nation Purchase Card Policies Office of Legislative Services Travel Policies PowerPoint Office of Legislative Services PCard Policies PowerPoint	

PURPOSE

Office of Legislative Service (OLS) employees shall review and adhere to the Navajo Nation Travel Policy, the Navajo Nation Purchase Card Procedures, and internal OLS travel procedures.

No travel will be authorized until travel procedures acknowledgement form is filed with the Administrative Services Officer. (Appendix A)

APPLICABILITY

Office of Legislative Services employees.

PROCEDURES

1. OLS employee will complete the "In-House Request for Travel" form and attach the approved committee or subcommittee's request for meeting memorandum (Speakers approval letter) and agenda. *It is highly recommended that travel requests for on-reservation travel is submitted two (2) business days before travel and seven (7) business days if travel is off-reservation. See procedure #5 in regards to travel advances.*
2. Staff will complete the "Employee/Travel Information" and "Estimated Travel Costs" sections on the "In-House Request for Travel" form (Appendix B).
3. Once all required documentation is complete, including signature from approval authority, employee will forward original form and attachments to the Administrative Service Officer (ASO) or delegated employee for preparation of Travel Authorization (TA).
4. Administrative Services Officer (ASO) or delegated employee will review and verify that all required documentation is submitted accordingly. If travel request is incomplete, all documentation will be returned to the employee with guidance.

5. Upon verification, TA will be generated by ASO or delegated employee and signatures obtained from the traveler, supervisor, and Executive Director. If traveler requests for a Travel Advance, the "Authorized Signature" section of the TA shall be signed. Travel Advance will be calculated utilizing the lodging and meals estimated cost. *All OLS staff are encouraged to obtain a Navajo Nation Purchase Card (PCard) to avoid travel advance requests.*

NOTE: Pursuant to the Navajo Nation Travel Policy and Procedures Handbook, Section VIII. Travel Advances Against Salary, No. 5. "All requests for travel advance shall be submitted to the Office of the Controller at least sixteen (16) working hours prior to the time of departure, except where time is extremely important."

Last minute travel advances may not be honored.

6. Upon acquiring necessary TA approval signatures and No Travel Advance is requested, ASO or delegated employee shall retain original (top copy) of TA and make copies of the attachments for office records. *Skip step #7 if no travel advance is requested*
7. If Travel Advance is requested, ASO or delegated employee shall submit the original (top copy) of the TA and copies of attachments to be delivered to the Office of the Controller so travel advance can be processed. ASO or delegated employee shall make copy of complete Travel Advance packet for office records.
8. The TA's "Travel Audit" (white carbon paper), "Department" (yellow carbon paper), and "Traveler" (green carbon paper) copies, and all original attachments will be given to the traveler for verification of official business travel.
9. Upon conclusion of travel, the traveler has 10 working days to submit travel reimbursement claim(s) for Non-PCard holders (Reference: Navajo Nation Travel Policy and Procedures Handbook, Section XVII: Expense Reporting, No. 1). If 10-day grace period is exceeded, written justification shall be submitted to the Executive Director with Approval/Disapproval acknowledgement. PCard holders must follow the PCard procedures and adhere to the Commercial Card Expense Reporting (CCER) Cycle End Date email notification as well as OLS submission deadline.

10. Reimbursement Packet Order for each separate TA:

- | | |
|--|---|
| 1 st – Travel Authorization | 4 th – Agendas and other attachments |
| 2 nd – Trip Report | 5 th – Lodging Receipts (original with zero balance) |
| 3 rd – Mileage Report | 6 th – Meal / Other Receipts (sort chronologically) |

REMINDER: ALL TRAVELERS MUST HAVE ORIGINAL AND ITEMIZED MEAL RECEIPTS.

11. Once reimbursement claim(s) is completed and signed by traveler, traveler shall submit to ASO or delegated employee to review and approve for Non-PCard holders. For PCard holders, reimbursement claim(s) will be submitted at the end of the PCard Cycle End Date utilizing the same format in item 10 and given to OLS PCard Reconciler.

ATTACHMENTS

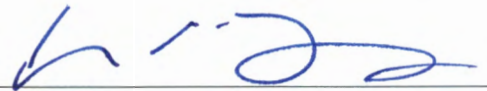
1. Appendix A: OLS Travel Procedures Acknowledgement Form
2. Appendix B: OLS In-House Request For Travel Form

APPROVED FOR IMPLEMENTATION



Tom Platero, Executive Director
Office of Legislative Services

LEGAL SUFFICIENCY CONCURRENCE



Levon Henry, Chief Legislative Counsel
Office of Legislative Counsel



APPENDIX A

LEGISLATIVE BRANCH OFFICE OF LEGISLATIVE SERVICES ADMINISTRATIVE PROCEDURES

SUBJECT	TRAVEL PROCEDURES ACKNOWLEDGEMENT FORM	RELEASE DATE June 19, 2017
REFERENCES	Navajo Nation Employee Travel Policy and Procedures Handbook Navajo Nation Purchase Card Policies Office of Legislative Services Travel Policies PowerPoint Office of Legislative Services PCard Policies PowerPoint	

I acknowledge that I have read and agree to abide by the Navajo Nation Travel Policy, the Navajo Nation Purchase Card Procedures, and internal OLS travel procedures. I am also aware that any questions I have regarding these policies and the completion of the expense reports shall be directed to the Administrative Services Officer or delegated employee.

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ACKNOWLEDGEMENT

Employee Name (Print)
Office of Legislative Services

Employee Signature
Office of Legislative Services

Date

Supervisor Signature
Office of Legislative Services

Executive Director
Office of Legislative Services

Date

APPENDIX B

OFFICE OF LEGISLATIVE SERVICES IN-HOUSE REQUEST FOR TRAVEL

EMPLOYEE / TRAVEL INFORMATION:

NAME: _____ SECTION: _____

POSITION TITLE: _____ DATE OF REQUEST: _____

All Non-Window Rock Committee, Sub-Committee, etc. meetings must have a meeting request memorandum approved by the Navajo Nation Speaker. (Per N.N.C 2 §183)

TRAVEL DATE(S)		ITINERARY	PURPOSE OF TRAVEL
	<i>THRU</i>	Depart: _____ Vicinity: _____ Return: _____	

Departure Date: _____ Time: _____ Return Date: _____ Time: _____

ESTIMATED TRAVEL COSTS:

Lodging: $\frac{\text{_____} @ \text{_____}}{\text{\# of Nights} \quad \text{Gov't Rate}} = \$ \text{_____}$ Total

Registration: _____

Meals: $\frac{\text{_____} @ \text{_____}}{\text{\# of Days} \quad \text{Per diem Rate}} = \$ \text{_____}$ Total

Car Rental: _____

Misc. Costs: _____

Air Fare: _____
(Attach Proposed Itinerary)

Mileage Estimate: $\frac{\text{_____} \times \text{_____}}{\text{Mileage Rate} \quad \text{\# of Miles}} = \$ \text{_____}$ Total

Mode of travel

Tribal Vehicle # _____

Personal Vehicle

POV Insurance Provider: _____ Policy #: _____ Exp. Date: _____

If requesting POV, is there a tribal vehicle available? Yes No

TOTAL ANTICIPATED TRAVEL COSTS: \$ _____ ADVANCE REQUIRED? Yes No

Speaker Approval Memorandum Attached

TOTAL ADVANCE AMOUNT: \$ _____

Staff Signature Date

APPROVAL DISAPPROVAL:

Note: PCard holder's cannot request for a travel advance.

Supervisor Signature Date

APPROVAL DISAPPROVAL:

Executive Director Signature Date

OFFICE OF LEGISLATIVE SERVICES