

The Navajo Nation

Office of Legislative Services



Purchase Card Procedures

Commercial Card Expense Reporting (CCER) Upgrade The Navajo Nation

WELLS
FARGO



An internet solution

Accessed via Wells Fargo's secure
Commercial Electronic Office® (CEO) portal



Logging in



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- Small Business
- Commercial**
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Username:

Password:

[Username / Password Help](#)

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Find ATMs/Locations

Fraud Prevention & Online Security

- [Report Suspicious Email](#)
- [Take Our Identity Fraud Quiz](#)
- [Read Our Online Security Guarantee](#)

Save The Scenery. Enjoy More Greenery.

Save trees by switching to **online-only statements**.
You could win \$10,000 for yourself and \$10,000 for the environment. No Purchase Necessary

Banking	Loans	Investing
Online Banking Get Free Access Bill Pay Checking Savings & CDs Start Saving Today Credit Cards Rewards More >	Home Mortgage Get Rate Alerts Home Equity Low Rates - Apply Now Student Loans Personal Loans Auto Loans More >	The Private Bank Mutual Funds Brokerage Commission-Free Trades Retirement Insurance Protect Your Identity More >

Open an Account

[Finish Application / View Status](#)

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Wells Fargo and Wachovia

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Past due mortgage or
home equity loan?
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and get the most
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Go to www.wellsfargo.com Click on the "Commercial" tab

Logging in : Click on CEO (Commercial Electronic Office Portal)

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Commercial Electronic Office® Portal

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Our award-winning business portal gives you all the services you need with a single sign-on.

Reset your CEO® password here.

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Fraud Control
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Barron's Magazine

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How can you make the most of your tax revenue?

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- Customized portfolio analytics
- Laddered investment strategies

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Business Needs

Anti-Fraud Strategies
Protect your crucial business data.

Equipment Purchase or Lease
Get what you need for your business.

Merchant Solutions
Cut costs with effective payment processing systems.

Risk Protection
Insulate your business from interest rate and commodities changes.

More >

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Wachovia is now part of Wells Fargo.
Learn More >

Click on “Sign On”

Commercial Electronic Office (CEO) sign on

- Simply enter your ID's:
 - Company ID
 - **NAVAJ516**
 - User ID
 - **User ID (system setup)**
 - Password
 - **User - unique**
 - **Expires every 60 days**

Commercial Electronic Office®

Thank you for using the CEO® portal. You're now signed off and can safely close your browser.
CEP900

Company ID

User ID

Password

Sign On [Forgot Password?](#)

Trouble Logging in?

- [Password Reset Tutorial](#)
- [First Time Sign On Tips](#)

Additional Information

- [Online Security](#)
- [System Requirements](#)

- Bookmark this page for future access
- NOT CASE SENSITIVE;
- Be consistant logging in to CCER

Forget your Password?

EMAILS OR FRAUDULENT CALLS



Be careful about phishing (or fake) emails or fraudulent calls. Wells Fargo will never ask you for your CEO portal Password, Token Passcodes, and PIN numbers through an unsolicited email, a web site from a link in an unsolicited email, or unsolicited telephone calls. Never click on a link or respond to these emails. A Wells Fargo representative sometimes sends emails when digital certificates are about to expire, but we always ask that you contact us. Report any phishing or fraudulent attempts to ReportPhish@wellsfargo.com, or contact your Wells Fargo representative immediately if you have inadvertently provided information.

The Navajo Nation

Commercial Card Expense Reporting (CCER)

An Internet Solution

**Accessed via Wells Fargo's secure
Commercial Electronic Office™ (CEO) portal**

Introductory Sign On: CCER access

- Change temporary password —————> Unique password
- Select both “Secret Questions”, not same questions
 - ✓ Case sensitive
- Accept the CEO Terms of Use Agreement
- Create a User Profile:
 - ✓ Name,
 - ✓ Title/Function (Business oriented)
 - ✓ Telephone Numbers; Wells Fargo can reach user
 - Work/Fax/Cell phone
 - ✓ Email Address (daily usage); enter twice

Change Introductory Password:

My Services [Status](#)

Commercial Card
Expense Reporting

Change Password

Enter Current Password:* **Temporary Password**

Please enter a new password and verify it by entering it again.

See the password guidelines below. For assistance, please call toll free 1-866-611-4236.

Enter New Password:*

Re-enter New Password:* **Unique Password**

Save **Cancel**

* Required Field

Password Guidelines

Passwords must:

- Be six to twelve alphanumeric characters
- Contain at least one number
- Contain at least one letter
- Not be identical to your first name, last name, company name, company ID, user ID, or your previous six passwords
- Not use the names of the months (example: march123)
- Not contain special characters, spaces, or three consecutive letters or numbers (example: 2KAAA4, X2#_14)

Follow Guidelines

Pick and Answer Two Secret Questions

Edit Secret Questions

Your secret questions and answers provide an additional level of security for your online banking services. Choose questions from the drop-down menus below and answer in the fields provided. Please ensure your answers contain only letters, numbers, apostrophes, hyphens or spaces. If you choose the date question, your answer must read MM/DD/YYYY.

* Required Field

Secret Question? *	What is your mother's maiden name?
Answer:	* Choose One:
Secret Question? *	* What is your mother's birthday?
Answer:	* What is your mother's maiden name?
	* What was the last name of your favorite teacher?
	* What was your childhood nickname?
	* What was your first pet's name?

Save

Cancel

Resetting/Changing password in CCER-WF Customer Service

- Select first question from the drop down list
- Provide an answer (Case Sensitive)!
- Repeat the process with a different question, not same
- Remember the answers (Case Sensitive)!

Next Steps:



Commercial Electronic Office®

Welcome to the Commercial Electronic Office Portal

As a new user, you'll need to complete the following steps before beginning work on the CEO® portal:

Step 1: Accept the *CEO* Terms of Use.

Step 2: Create a User Profile.

[Continue](#)

[Cancel](#)

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This screen lets user know what remaining step are left to accomplish: Click “Continue” move forward

Step 1: Accept the *CEO* Terms of Use

Step 2: Create a User Profile

Terms of Use

You have now entered the Commercial Electronic Office SM (CEO SM) business portal of the website for Wells Fargo Bank, N.A. ("Wells Fargo"). Through the CEO you will be able to use certain financial services (the "Service") of Wells Fargo or its affiliates (the "Affiliate").

A Service may be used through the CEO only after (a) you agree to these Terms of Use, (b) your company signs the Online Access Agreement and the other agreements required to receive the Service, and (c) your Company accepts the application forms, instruments, rules, standards, policies, instructions, and other documents and forms required to receive and use the Service (the "Service Forms").

TO AGREE TO THESE TERMS OF USE YOU MUST, USING YOUR MOUSE OR KEYSTROKE OR OTHER COMPUTER DEVICE, CLICK ON THE "I AGREE" OR "CONSENT" OR SIMILARLY WORDED BUTTON OR BUTTON FIELD AT THE END OF THESE TERMS OF USE. CLICKING ON THIS BUTTON OR BUTTON FIELD WILL BE DEEMED THE LEGAL EQUIVALENT OF YOUR HANDWRITTEN SIGNATURE AND WILL CONSTITUTE YOUR AGREEMENT WITH AND CONSENT TO THESE TERMS OF USE.

You agree to use the CEO and the Service through the CEO only as provided in (a) these Terms of Use, (b) the Service Forms your company has signed or accepted to receive the Service, (c) the rules, procedures, standards, requirements, and policies made applicable to the Service from time to time by Wells Fargo and the Affiliate, (d) any instructions, terms, or conditions appearing on a screen of the CEO when you use the Service, (e) any state and federal laws and regulations applicable to the Service, and (f) with respect to funds transfer Services, the rules and regulations of any funds transfer system used in connection with such Service.

You have been given an ID code and a password by Wells Fargo to enter the CEO the first time. Wells Fargo has also assigned an ID code to your company for you to use each time you enter the CEO. Although your company's ID code and your ID code will remain the same for each entry into the CEO, the password assigned to you by Wells Fargo for your first entry into the CEO must be changed to a new password you select when you first enter the CEO. Wells Fargo will not know your new password or any subsequent passwords selected by you.

It is your responsibility and the responsibility of your company to ensure that your ID code and passwords are used only by you. FAILURE TO TAKE SUCH PRECAUTIONS MAY ALLOW AN UNAUTHORIZED PARTY TO USE THE SERVICES, (2) CORRECT, CHANGE, VERIFY, OR SEND DATA USED WITH THE SERVICES, (3) SEND INFORMATION AND COMMUNICATIONS TO, OR RECEIVE INFORMATION AND COMMUNICATIONS FROM, WELLS FARGO AND THE AFFILIATES, OR (4) ACCESS YOUR COMPANY'S ELECTRONIC COMMUNICATIONS AND FINANCIAL DATA. You acknowledge that following your company's internal security procedures regarding ID codes and passwords is very important to limit this risk, and you agree to follow such procedures at all times.

You agree to notify Wells Fargo immediately when you become aware of any loss or theft of, or any unauthorized use of, your ID code or any of your passwords. You also agree to notify Wells Fargo immediately after you become aware of any unauthorized use of (i) a Service your company is receiving or (ii) any confidential information concerning your company or your company's use of a Service.

The posting of any financial market data, quotes, news, research, or other financial information (collectively, "Financial Information") or any other information or data on the CEO will not be a recommendation by Wells Fargo or any Affiliate that any particular Service or transaction is suitable or appropriate for your company or that your company should receive or in any way use any Service.

NEITHER WELLS FARGO NOR ANY AFFILIATE MAKES ANY BUSINESS OR IMPLIED WARRANTY AS TO THE MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF THE CEO, THE FINANCIAL INFORMATION OR THE SERVICES, AND NEITHER WELLS FARGO NOR ANY OF THE AFFILIATES MAKES ANY OTHER WARRANTY, EXPRESS OR IMPLIED, GUARANTEE, OR REPRESENTATION WITH RESPECT TO THE CEO, THE FINANCIAL INFORMATION, OR THE SERVICES EXCEPT THOSE WARRANTIES, EXPRESS OR IMPLIED, GUARANTEES, OR REPRESENTATIONS SPECIFICALLY STATED IN THIS AGREEMENT OR THE SERVICE FORMS.

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Notwithstanding any provision of this Agreement or any Service Form to the contrary, IN NO EVENT WILL WELLS FARGO OR ANY AFFILIATE HAVE LIABILITY FOR ANY CONSEQUENTIAL, SPECIAL, PUNITIVE, OR PUNITIVE DAMAGES OR LOSSES WHETHER ANY CLAIM FOR SUCH DAMAGES OR LOSSES IS BASED ON TORT OR CONTRACT OR WHETHER WELLS FARGO OR ANY AFFILIATE KNEW OR SHOULD HAVE KNOWN THE LIKELIHOOD OF SUCH DAMAGES IN ANY CIRCUMSTANCE.

Neither Wells Fargo nor any Affiliate will be in any way obligated to permit you access to any Financial Information or the use of any Service through the CEO if (a) such use or access is not in accordance with any term or condition applicable to the Service to be used or the information to be accessed, (b) Wells Fargo or an Affiliate has reasonable cause to believe that such use or access may not be authorized by your company or any third person whose authorization Wells Fargo or such Affiliate believes is necessary for such use or access, (c) such use or access is not in accordance with the policies, procedures, or practices of Wells Fargo or an Affiliate, or (d) Wells Fargo or an Affiliate has reasonable cause to deny such use or access for the protection of your company or the protection of Wells Fargo or any Affiliate.

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Wells Fargo may amend or add to these Terms of Use at any time upon written notice to your company.

Wells Fargo Confidential. Modification and reproduction is prohibited.

I Agree

Cancel

Request copy of Term of Use

Edit Profile

Please take a few moments to update the following information. It will help us provide you with more personalized support, essential service status updates and an added level of security.

* Required Field

First Name:*	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:*	<input type="text"/>
Title:*	<input type="text" value="Other"/>
Functional Area:*	<input type="text" value="Treasury Management"/>
Email:*	<input type="text"/>

Your Phone Number:*

Choose either United States OR International, and enter your phone number.

<input checked="" type="radio"/> United States	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Area Code	Telephone	Extension
<input type="radio"/> International	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Country Code	City Code	Telephone
			Extension

Your Fax Number:

Choose either United States OR International, and enter your fax number.

<input checked="" type="radio"/> United States	<input type="text"/>	<input type="text"/>
	Area Code	Fax Number
<input type="radio"/> International	<input type="text"/>	<input type="text"/>
	Country Code	Fax Number

Save

Cancel

Edit Profile:

Wells Fargo can offer additional personalized support

CEO Home Page

WELLS FARGO Commercial Electronic Office® [My Profile](#) [Help](#) [Contact Us](#) [x Sign Off](#)

Welcome **Henry Wells** [Change Password](#)
Last sign on: May 16, 2006 at 12:47 PM PT

[Home](#) [Help & Training](#) [Resources](#)

My Services [Status](#)

[Commercial Card Expense Reporting](#)

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- Find a Wells Fargo [location](#)

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Today's Communications ?

Learn about improvements to your CEO services and helpful tips for using the site. You'll also find information about banking issues that impact your business. [Please don't show this message again.](#)

What's New

Take a Test Drive with a Demo

[Demos](#) are a great way to try out new CEO services. They're also great training tools for services you're already enrolled in.

Select Commercial Card Expense Reporting from the “my services” menu

My Services

[Status](#)[Commercial Card
Expense Reporting](#)

Customer Support

- Toll-free [phone numbers](#) for your services
- Find a Wells Fargo [location](#)

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- Get [Online Help](#) for your enrolled CEO services
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[Interest Rate Management](#)
[Internet Performance Manager](#)
[Service Demos](#)[View All Resources](#)

Today's Communications

Learn about improvements to your CEO services and helpful tips for using the site. You'll also find information about banking issues that impact your business. [Please don't show this message again.](#)

What's New

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Click for a listing of online classes

Attend free training calls through Wells Fargo's Treasury Management University

Calls will last no more than one hour and include ample time for your questions. You will learn how to:

- Sign on to the Commercial Electronic Office (CEO) portal and begin a CCER session
- Review current and previous statements and cycle-to-date transactions
- Manage your transactions (adding descriptions, reclassifying, splitting and more)
- View your personal profile, reports and other information

For the best training experience, we recommend using a high-speed connection during the call (dial-up connections may not perform adequately)

Commercial Card Expense Reporting (CCER)

Two Division – Funding Source

- **General Fund**
- **Contract Fund**

Expenditure accounts (validation tables) will not allow cross distributions, ~~exception sole divisions.~~

Funding source requirements must remain segregated.

Accessed via Wells Fargo's secure
Commercial Electronic Office™ (CEO) portal

Commercial Card Expense Reporting (CCER)

What is it?

- CCER is an internet reporting solution that allows on-line access to your card transactions at any time, from any location. It is accessed via Wells Fargo's secure Commercial Electronic Office™ (CEO) portal.

Cardholders/Reconcilers Can:

- Input a business description for all transactions posted monthly
- Review/Reclassify (allocations) transactions
 - Department accounts number/object codes(sub-accounts)
- Split transactions (multiple allocations)
- Add OOP (Out-Of-Pocket Expenses)-Reimbursements
- View Level II transactions(item descriptions & taxes)

Approvers Can:

- Review/Approve cardholder monthly statements
- Approve cardholders "OOP" reimbursements
- Generate/View statement summary reports

Tom Platero

From: CCER@wellsfargo.com
Sent: Thursday, October 29, 2015 3:22 PM
To: Tom Platero
Subject: FY 2016 CCER CYCLE END DATES NOVEMBER 2015

CCER CYCLE END: NOVEMBER 19, 2015

CARDHOLDERS AND RECONCILERS:

REMINDER PERIOD: NOVEMBER 20-22, 2015
GRACE PERIOD: NOVEMBER 23, 2015
EMAILS WILL PROMPT STATEMENT REVIEW BUTTON

APPROVERS:

APPROVAL PERIOD: NOVEMBER 24-25, 2015
EMAILS WILL PROMPT STATEMENT APPROVAL BUTTON

CCER STATEMENT PACKETS ARE DUE 5 BUSINESS DAYS AFTER THE DOWNLOAD IS COMPLETED, CCER PACKETS ARE DUE ON 12/07/2015. THANK YOU.

REMINDER UPCOMING HOLIDAYS, PREPARE CLOSE OUT ACCORDINGLY:
THANKSGIVING HOLIDAY NOVEMBER 26-27, 2015.

PROGRAM ADMINISTRATOR:

DOWNLOAD-FMIS: NOVEMBER 26-30, 2015

ANY QUESTIONS, CALL THE PURCHASE CARD SECTION AT
928-871-6042 or EMAIL pcard@nooc.org

This is an automated email. Please do not reply to this message.

Reconciliation cycle: Close out Period

- Cardholder/Reconciler review period
 - An email will be sent out to cardholders/reconcilers when statements are ready for review. Emails will be sent even if the cardholder doesn't have any transactions.
 - If the cardholder has not reviewed the statement after # calendar(s) days, a reminder email will be sent out. Cardholders will have an additional # calendar(s) days to complete the review.
 - All statements must be reviewed during # calendar(s) day period each month. If you are on vacation or do not have access to a computer, contact your program administrator. Reconciler is recommended to assist during reconciliation periods.

Cardholder statement review period:

4 calendar day window each month, this window will vary if the statement end date falls on a weekend. (Saturday/Sunday) will be notified through a broadcast and will appear in Cycle-To-Date

Cardholder/Reconciler Experience

E-Mail notification: email address priority

Cardholder statement ready for review

Statement review for 09/30/2010

Dear Cardholder:

Your most recent statement is ready for review by accessing the Wells Fargo Commercial Card Expense Reporting system for the following card(s):

XXXX-XXXX-XXXX-1234

Please complete your review in a timely manner and forward your receipts as appropriate.

(This is an automated email. Please do not reply to this message.)

Role: Cardholder

Open Statements

▼ Manage Statements

Review Open Statements

[View Cycle-to-Date](#)[View Previous Statements](#)

► Reports

► User Information

Select a statement, and click View.

Viewing 1 to 2 of 2 items

	Card Number ▲	Start Date	End Date	Charges	OOP	Total	Status
1.	<input checked="" type="radio"/> xxxx-xxxx-xxxx-8920	03/01/20xx	03/31/20xx	\$4904.23	\$82.00	\$4986.23	Open
2.	<input type="radio"/> xxxx-xxxx-xxxx-8921	03/01/20xx	03/31/20xx	\$500.00	\$130.00	\$630.00	Open

[View](#)

Viewing 1 to 2 of 2 items

Manage Statements

- Review open statements (default)

Role: Cardholder

Previous Statements

▼ Manage Statements

[Review Open Statements](#)[View Cycle to Date](#)[View Previous Statements](#)

► Reports

► User Information

Select a statement, and click View.

Viewing 1 to 3 of 3 items

	Card Number ▲	Start Date	End Date	Charges	OOP	Total
1.	<input checked="" type="radio"/> xxxx-xxxx-xxxx-8920	02/01/20xx	02/28/20xx	\$5603.73	\$82.00	\$5685.73
2.	<input type="radio"/> xxxx-xxxx-xxxx-8921	02/01/20xx	02/28/20xx	\$500.00	\$130.00	\$630.00
3.	<input type="radio"/> xxxx-xxxx-xxxx-8102	02/01/20xx	02/28/20xx	\$1000.00	\$0.00	\$1000.00

[View](#)

Viewing 1 to 3 of 3 items

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Manage Statements

- View previous statements; statement hard copies before submittals
- 13 months of history

Charges — Cycle-to-Date

▼ **Manage Statements**

- [Review Open Statements](#)
- View Cycle-to-Date**
- [View Previous Statements](#)
- **Reports**
- **User Information**

To filter items, select from the **Charge Type** drop-down menu. Select charge transactions, and click a function. Click **Save** to continue. [Print Version](#)

View Details

Card Number: **xxxx-xxxx-xxxx-7138**

Reminder Period: **10/01/2010** through **10/02/2010**

Grace Period: **10/03/2010** through **10/04/2010**

Charges

Charge Type: ▼

Viewing 1 to 2 of 2 items

Charges | **Out-of-pocket Expenses**

[Select All](#) | [Clear All](#)

	<u>Transaction Date</u>	<u>Posting Date</u>	<u>Merchant</u>	<u>Custom Fields</u>	<u>G/L Code</u>	<u>Receipt Attached</u>	<u>Amount / Original Currency</u>
1. <input type="checkbox"/>	08/26/2010	08/30/2010	Chill's Gri58200005827 Phoenix, AZ		3240 - Per Diem Meals	<input type="checkbox"/>	26.80 USD
Description:							
2. <input type="checkbox"/>	08/26/2010	08/30/2010	Hertz Rent-a-car Phoenix, AZ		3220 - Vehicle Rental	<input type="checkbox"/>	117.05 USD
Description:							

[Select All](#) | [Clear All](#)

Reclassify | **Add Descriptions** | **Split & Reclassify** | **Dispute** | **Copy Request**

Total Charges: **\$4,904.23**

Manage Statements

- View cycle-to-date transactions- In Current Cycle Period.
- Appear on your statement as they are posted through the Visa® system

Merchant Details

The merchant details are displayed. Click [Close](#) to continue.

Selected Charge

Transaction Date:	mm/dd/20xx	Posting Date:	mm/dd/20xx
Merchant Name:	CAR RENTAL COMPANY	Merchant Type:	
Merchant city:	PHOENIX	Merchant State:	AZ
Merchant Zip:	85006	Debit / Credit:	Debit
Amount:	\$93.28	Sales Tax Amount:	\$7.00

Details

Renters Name:	JACK KLINE
Rental Agreement Number:	PT32545
Location Of Return:	-
Return City:	DALLAS
Return State/Country:	TEXAS, USA
Customer Service Phone:	408 965 8584
Car Class Code:	BZ
Number Of Days Rented:	3
Check Out Date:	mm/dd/20xx
Check In Date:	mm/dd/20xx
Insurance Indicator:	Y
Daily Rate:	20.00
Maximum Free Miles:	100
Rate per Mile:	\$150.00
Insurance Charges:	\$33.28

If a vendor transmits additional details with the transaction, the merchant name is **RED** and underlined

Not Original Receipt

Select the merchant name to access the detail screen

Charges		Out-Of-pocket Expenses								
Transaction Date	Posting Date	Personal	Merchant Name	Merchant City, State	Custom Fields	G/L Code	Receipt Attached	Amount /Original Currency Amount		
1. <input checked="" type="checkbox"/>	03/02/20xx	03/02/20xx	<input checked="" type="checkbox"/>	<u>COMPUTER STORE*</u>	DENVER, CO		273007	<input type="checkbox"/>	\$2900.00	
<u>Description:</u> Bought 1 computer server configuration for setting up database server. Ordered 4 front end machines and 2 scanners										
2. <input type="checkbox"/>	03/04/20xx	03/04/20xx	<input type="checkbox"/>	<u>HOTEL</u>	DALLAS, TX		<u>SPLIT</u>	<input checked="" type="checkbox"/>	\$1000.50	
<u>Description:</u> Hotel stay for 3-day conference in Dallas										
3. <input type="checkbox"/>	03/07/20xx	03/07/20xx	<input type="checkbox"/>	<u>AIRLINE</u>	OAKLAND, CA		<u>SPLIT</u>	<input type="checkbox"/>	\$800.00	
<u>Description:</u> Flight from Texas										
4. <input type="checkbox"/>	03/06/20xx	03/06/20xx	<input type="checkbox"/>	<u>CAR RENTAL COMPANY*</u>	PHOENIX, AZ			<input type="checkbox"/>	\$100.28	
<u>Description:</u> Rented a car										

Charges

Charge Type: ▾

Viewing 1 to 2 of 2 Items

Charges

Out-of-pocket Expenses

[Select All](#) | [Clear All](#)

	<u>Transaction Date</u>	<u>Posting Date</u>	<u>Merchant</u>	<u>Custom Fields</u>	<u>G/L Code</u>	<u>Receipt Attached</u>	<u>Amount / Original Currency</u>
1. <input checked="" type="checkbox"/>	08/26/2010	08/30/2010	Chill's Gri58200005827 Phoenix, AZ		3240 - Per Diem Meals	<input type="checkbox"/>	26.80 USD
	<u>Description:</u>						
2. <input type="checkbox"/>	08/26/2010	08/30/2010	Hertz Rent-a-car Phoenix, AZ		3220 - Vehicle Rental	<input type="checkbox"/>	117.05 USD
	<u>Description:</u>						

[Select All](#) | [Clear All](#)

Reclassify

Add Descriptions

Split & Reclassify

Dispute

Copy Request

Total Charges: **143.85 USD**

Available functionality **RED** Radio button includes:

- **Reclassify** - reallocate an entire transaction
- **Add Descriptions** - provide transaction details
- **Split and Reclassify** – divide a transaction multiple ways
- **Dispute** – dispute a transaction

Reclassify screen

[Return to Charges — Cycle-to-Date](#)

Enter your description, and click **Save**. Note: If the **Apply to All** link is available, you can copy this description to all listed transactions.
Business Rule: DESCRIPTIVE PRIORITY INFORMATION PERTAIN TO PURCHASE TRANSACTION

* Required Field  View Details

Card Number: xxxx-xxxx-xxxx-7138

Charges

Viewing 1 to 1 of 1 Items

1.	Transaction Date	Posting Date	Merchant	Receipt Attached	Amount / Original Currency
	08/26/2010	08/30/2010	Chill's Gift200005827 Phoenix, AZ	<input type="checkbox"/>	26.80 USD

General Ledger Code *	Description	Unit
<input type="text" value="3240"/> - <input type="text" value="Per Diem Mea"/> 	<input type="text"/>	<input type="text" value="DIVISION OF NATURAL RESOURCES-ADMIN(023)"/>

BUSINESS UNIT	PO #	TA #
<input type="text" value="115001"/> 	<input type="text"/>	<input type="text"/>
INVOICE #	INVOICE DATE	DEPT #
<input type="text"/>	<input type="text"/>	<input type="text" value="023"/> 

Click the icon to reclassify General Ledger Code (object code/sub acct)

Enter a business description

Click the icon to choose values to reallocate the transaction

- Enter a business description, review/reclassify custom fields and the GL code
- Avoid special characters - < > % ; () & + \ # ? { } | ^ ~ [] " ' "

Please note the system will timeout without notice after 15 minutes of inactivity. You will receive a 10 minute warning on all "Action" screens. Click OK to reset the timer

Reclassify screen- drop list

G/L code

Close

Select General Ledger Code

Filter

Viewing 1-167 of 167 items

Code ▲	Description
3143	GSA - Mileage
3220	Vehicle Rental
3240	Per Diem Meals
3250	Lodging
3260	POV-Mileage
3290	Other Travel Expense
3320	Air Commercial
3330	Charter-Internal

Viewing 1-167 of 167 items

Account number

Close

Select BUSINESS UNIT

Filter

Viewing 1-253 of 253 items

Value ▲	Value Name
10	PREPAY EXPENSE FY09
10.0682	REISSUED CHECK CLEARING
101001	NN COUNCIL
101002	GOVERNMENT SVCS COMM
101003	B AND F COMMITTEE
101004	EDUCATION COMM
101005	PUBLIC SAFETY COMM
101006	RESOURCES COMM

Viewing 1-253 of 253 items

Add description – From Statement Screen

Viewing 1 to 2 of 2 items

Charges		Out-of-pocket Expenses					
Select All Clear All							
<u>Transaction Date</u>	<u>Posting Date</u> ▲	<u>Merchant</u>	<u>Custom Fields</u>	<u>G/L Code</u>	<u>Receipt Attached</u>	<u>Amount / Original Currency</u>	
1. <input type="checkbox"/>	08/26/2010	08/30/2010	Chill's Gri58200005827 Phoenix, AZ		3240 - Per Diem Meals	<input type="checkbox"/>	26.80 USD
<u>Description:</u>							
2. <input type="checkbox"/>	08/26/2010	08/30/2010	Hertz Rent-a-car Phoenix, AZ		3220 - Vehicle Rental	<input type="checkbox"/>	117.05 USD
<u>Description:</u>							

Open Description box on Statement Screen by clicking on the word "Description"/to close box click on

Viewing 1 to 2 of 2 items

Charges		Out-of-pocket Expenses					
Select All Clear All							
<u>Transaction Date</u>	<u>Posting Date</u> ▲	<u>Merchant</u>	<u>Custom Fields</u>	<u>G/L Code</u>	<u>Receipt Attached</u>	<u>Amount / Original Currency</u>	
1. <input type="checkbox"/>	08/26/2010	08/30/2010	Chill's Gri58200005827 Phoenix, AZ		3240 - Per Diem Meals	<input type="checkbox"/>	26.80 USD
Description: <input type="text"/>							
2. <input type="checkbox"/>	08/26/2010	08/30/2010	Hertz Rent-a-car Phoenix, AZ		3220 - Vehicle Rental	<input type="checkbox"/>	117.05 USD
<u>Description:</u>							

Split and reclassify screen

Cardholder Name: **JACK KLINE**
Card Number: **xxxx-xxxx-xxxx-7138**
Split Type: By Amount By Percentage

Selected Charge			
Transaction Date:	08/26/2010	Posting Date:	08/30/2010
Merchant Name:	Chili's Gri58200005827	General Ledger Code:	3240 - Per Diem Meals
Receipt Attached:	Ho	BUSINESS UNIT:	115001
Amount / Original	26.80 USD	DEPT #:	023
Currency:			
Unit:	DIVISION OF NATURAL RESOURCES-ADMIN (023)		
Description:			

Click the icon to reclassify General Ledger Code

Split and Reclassify by Amount

1.	General Ledger Code *	Unit	Amount *
	<input type="text" value="3240"/> <input type="text" value="Per Diem Meals"/> 	<input type="text" value="DIVISION OF NATURAL RESOURCES-ADMIN(023)"/>	<input type="text"/> USD
Split Description *			
<input type="text"/>			
BUSINESS UNIT	<input type="text" value="115001"/> 	PO #	<input type="text"/>
INVOICE #	<input type="text"/>	INVOICE DATE	<input type="text"/>
		DEPT #	<input type="text" value="023"/> 

Enter a business description

Click the icon to choose values to reallocate the transaction

- Divide and reallocate a transaction into multiple entries
- Split by amount or by percentage
- Select add to create a new row and begin the split process

Dispute transaction screen

Dispute Details

i For all dispute types except for those that are **Unauthorized** or **Unrecognized**, you must first contact the merchant to resolve the problem before filing a dispute with Wells Fargo.

Dispute Type:

<input type="radio"/>	Unauthorized
I certify that the disputed transaction was not made by me or the person authorized by me to use the card, nor were the goods or services represented by this transaction received by me or a person authorized by me.	
<input type="radio"/>	Duplicate Processing
I have been charged multiple times for the same transaction.	
<input type="radio"/>	Paid By Other Means
I already paid for the above transaction by: <input type="text" value="Select One"/>	
<input type="radio"/>	Incorrect Amount
My sales slip indicates an amount of \$ <input type="text"/> but it appeared on my statement as the amount above.	
<input type="radio"/>	Service Not Rendered
I did not receive this service. I contacted the merchant, and they did not resolve this dispute.	
<input type="radio"/>	Merchandise Not Received
I did not receive the service and/or merchandise. I contacted the merchant, and they did not resolve my dispute. I expected to receive the merchandise/services on <input type="text"/> <input type="checkbox"/>	
<input type="radio"/>	Partial Amount Dispute
Although I engaged in the above transaction, I am disputing the entire charge, or a portion thereof, in the amount of \$ \$ <input type="text"/> I contacted the merchant and requested that a credit be made to my account for the reason below.	
<input type="radio"/>	Cancellation
Although I engaged in the transaction above, I cancelled the reservation, service, or merchandise with the merchant on <input type="text"/> <input type="checkbox"/>	
<input type="radio"/>	Credit Not Posted
I have in my possession a credit memo that has not posted to my account OR was listed as a purchase on my statement/activity report.	
<input type="radio"/>	Unrecognized
I do not recognize this transaction and would like to request a copy of the charge. If, after review, I determine this is not my charge I may dispute it at a later date.	

- Please try to contact the vendor **FIRST** to get a refund or correction
- If unresolved after working directly with the vendor, complete the online form
- Notify program administrator of dispute
- You have **60 days** from the post date to dispute a transaction

OOP Reimbursement

- CCER has the ability to reimburse miscellaneous, out of pocket (OOP) expenses as part of the statement reconciliation process.
 - Tips (baggage) , tolls, mileage, parking
 - Any small dollar expense that cannot be processed by pcard
- In addition, these OOP expenses can be sent directly to the cardholder's designated account (checking or savings) via ACH. If not provided, a manual check process will be made, after download is completed.
- APPROVER must approve before the close out of Approver period.
 - Will cycle for another month

Out-of-Pocket Expenses (OOP)

Out-of-pocket Expenses

Viewing 1 to 3 of 3 items

Charges **Out-of-pocket Expenses** [+ Add an Expense](#)

[Select All](#) | [Clear All](#)

	<u>Transaction Date</u> ▲	<u>Expense Category</u>	<u>Custom Fields</u>	<u>G/L Code</u>	<u>Distance / Item Count</u>	<u>Rate / Per Diem</u>	<u>Status</u>	<u>Amount</u>
1.	<input type="checkbox"/> 03/25/20xx	Tips		274210		\$0.00	Pending Approval	\$2.00
	<u>Description:</u>	Bellboy tip						
2.	<input type="checkbox"/> 03/25/20xx	Mileage		273004	14	.55 - IRS rate	Pending Approval	\$7.70
	<u>Description:</u>	Mileage						
3.	<input type="checkbox"/> 03/25/20xx	Taxi		273002		\$0.00	Pending Approval	\$75.00
	<u>Description:</u>	Taxi fare						

[Select All](#) | [Clear All](#)

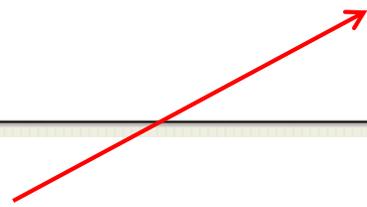
Modify **Delete**

Total Out-of-pocket: **\$84.70**

Viewing 1 to 3 of 3 items

Save [Cancel](#) [+ Add an Expense](#)

Click "Add an Expense" to add items



Out-of-Pocket (OOP) Screen

[Return to Out-of-pocket Expenses — Cycle-to-Date](#)

Check transactions, and click **Modify**, or select **Description** to add a description.

Cardholder Name: **KLINE, JACK**
Card Number: **xxxx-xxxx-xxxx-8920**

Out-of-pocket Expenses

1.	Transaction Date *	Expense Category *	Distance / Item Count	Rate / Per Diem	Amount *
	3/25/20XX 1	Mileage	14.0	0.50 - POV-IF NO GOV. VEH.AVAL1/1/10 2	7 USD
	General Ledger Code *	Description *		Unit	
	3260 - POV Mileage	ROUND TRIP MILEAGE FROM WR, AZ TO GALLUP, NM 3		OFFICE OF THE CONTROLLER(028)	
	BUSINESS UNIT	TA #	INVOICE #		
	345678 4	555555			
	INVOICE DATE				

1. Enter transaction date, description and select correct expense category (pre-map object code) and enter \$ amount
2. If for mileage, Enter round trip mileage and select mileage rate; cannot exceed \$500 line entry(split rate beyond \$500 line entry)
3. Add description
4. Modify the custom field(s) and Business unit if necessary

Direct Deposit of OOP Expenses

Edit Bank Information

- ▶ Manage Statements
- ▶ Reports
- ▼ User Information
 - [Personal Profile](#)
 - Bank Information**
 - [Credit Limit Change Request](#)

Check the **Authorization** box, enter bank account information, and click **Save**.

Note: The bank account will be used to initiate credits or debits for out-of-pocket or personal expenses. While this bank account information is optional, it may be required by your company to manage expenses online. Contact your program administrator for company requirements.

i Optional. (Will be used to credit/debit your account for personal and/or out-of-pocket expenses.)

Bank Account Information

Authorization: Upon entering the following Automated Clearing House information, I hereby authorize ABC MANUFACTURING to initiate credit and debit entries to my checking or savings account as indicated at the depository financial institution entered below to reimburse and / or collect out-of-pocket and personal expenses. This authorization is to remain in full force and effect until ABC MANUFACTURING has received notification from me of its termination in such time and in such manner as to afford ABC MANUFACTURING and the depository financial institution entered a reasonable opportunity to act on it.

Account Type: Checking Savings

Bank Account Number:

Bank Routing & Transit Number:

Save

- Select Bank Information from the left navigation menu and enter your personal bank account information
- **Only Cardholders have access to the Bank Information screen**

How to locate Bank Account information on from your personal check



9 Digit
Routing Number

Bank Account #

Account Type: *

Checking Savings

Account Number: *

Routing / Transit Number: *

Do not need to void or submit check information

Personal profile

Personal Profile

- ▼ Manage Statements
 - [Review Open Statements](#)
 - [View Cycle-to-Date](#)
 - [View Previous Statements](#)
- Reports
- ▼ User Information
 - Personal Profile**
 - [Credit Limit Change Request](#)

User Information

Company Name: **THE NAVAJO NATION**
Division: **GENERAL(10001)**
Unit: **OFFICE OF THE CONTROLLER-NN**
First Name: *
Middle Name:
Last Name: *
Email: *

Use Navajo
Nation issued
E-Mail
Account



Card Information

Mailing

Address Type: **USA**
Address Line 1: **NAVAJO NATION**
Address Line 2: **PO BOX 9000**
City: **WINDOW ROCK**
State: **AZ**
Zip Code: **86515-9000**

Billing address
for online and
phone orders



Personal profile continued

Card Information	
Mailing	
Address Type:	US Domestic
Address Line 1:	155 5TH ST
Address Line 2:	
City:	SAN FRANCISCO
State:	CA
ZIP Code:	941032919
Embossing	
Name Line 1:	Jack Kline
Name Line 2:	ABC Manufacturing
Location Code	
Company #	<input type="text" value="140"/>
Dept. #	<input type="text" value="24"/>
Location Code	<input type="text" value="2015"/>
Project ID	<input type="text" value="09"/>
Account Parameters	
Templates	
Selected Template:	CH level Template
Limits	
Daily Number of Transactions:	10
Monthly Number of Transactions:	100
Daily Dollar Limit:	\$500
Monthly Credit Limit:	\$5,000.00
Single Purchase Limit:	\$500.00
<u>Available Credit</u> as of 01/31/20xx:	\$200.00
Declining Balance:	Yes
Number of Months Active:	10
MCC Strategy	
Select Strategy:	Inclusion
Selected Groups:	Travel, Lodging
<input type="button" value="Save"/>	

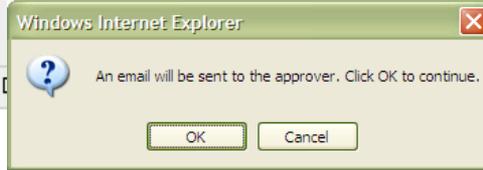
Click to retrieve current available credit

Cardholders can also contact the Business Purchasing Service Center 24/7 at 1-800-932-0036 to obtain available credit. Must provide Unique ID/secret question(s) to obtain any information

Available credit field is the remaining balance of the cardholder's existing credit limit

Complete your review

Charges		Out-of-pocket Expenses						
Select All Clear All								
Transaction Date ▲	Posting Date	Personal	Merchant	Custom Fields	G/L Code	Receipt Attached	Amount / Original Currency	
1. <input type="checkbox"/>	03/02/20xx	03/03/20xx	<input type="checkbox"/>	COMPUTER STORE* Denver, CO		273007 - Computers	<input type="checkbox"/>	\$2,900.00
<u>Description:</u>		Bought 1 computer server configuration for setting up database server. Ordered 4 front end machines and 2 scanners						
2. <input type="checkbox"/>	03/04/20xx	03/04/20xx	<input type="checkbox"/>				<input type="checkbox"/>	\$1,000.50
<u>Description:</u>		Hotel stay for 3-day conference in I						
3. <input type="checkbox"/>	03/07/20xx	03/07/20xx	<input type="checkbox"/>				<input type="checkbox"/>	\$800.00
<u>Description:</u>		Flight from Texas						



Save **Statement Reviewed**



- Select **statement reviewed/completed** and a message box appears indicating that an email will be sent to your approver
- Print a statement copy and attach required receipts-Sign statement packet
- Forward Statement packet signed and date/receipts to your Approver

Cardholder Responsibility

- Collect receipts to verify purchases for auditing
- Watch for unauthorized transactions on your statement and report/dispute them immediately
- Dispute any incorrect charges with the vendor directly before filing an online or paper dispute form
- Complete your reconciliation by the **due date** each month
- Keep the card (and card number) confidential

Cardholder Responsibility

- Turn in monthly statement packets, include receipts and supporting expense documents, Signed
- Verify OOP stature, reminder's to Approver's
- Update and maintain the OOP bank information, change of accounts. Approvers and PA not responsible.
- Check card parameter on line, before travel/purchase to request increases-Approvers concurrence, Specific details of duration, amount.
- Call Wells Fargo Business Process Customer Service Center 1-800-932-0036 24/7 after Navajo Nation Business Hours. Navigation/access not internal NN policy and procedures related questions.

Contact Information

- Wells Fargo - 1-800-932-0036
 - Call immediately if your card is lost, stolen or suspected missing
 - For immediate decline information
 - To access the automated voice response system for the following information:
 - Current balance
 - Available credit
- Contact a Program Administrator if:
 - You have questions about your card
 - Need to increase your credit limit, memorandum with Concurrence- Department Approval Authority
 - Dollar amount of increase, Business Unit, Duration: (temporary or permanent) and Last 4 digits of your card
 - External funds require approval from your program accountant at Contract Accounting prior to increase.
 - Change Employment status-require PAF
 - Order new cards for employees, approved application submittal

Contact

Program Administrators

Purchase Card Section

Frasier Begay, AMS

Rhiannon Francis, AMS

Marcie Allison-Destea, AA

Lorenda Sam, Accountant

Elsie Julian, Sr. Accountant

Purchasing

Janice Haskie, Buyer 928-871-6316

Lorita Etsitty, Accounting Manager



Office of the Controller

PO Box 3150

Window Rock, AZ 86515

928-871-6042 phone

928-871-6026 fax

Pu



Navajo Nation WellsOne Commercial Card Cardholders Agreement



ent

You are entrusted with the Navajo Nation Purchasing Card (PCard), issued by Wells Fargo Bank. The card is provided to you based on the Department/Program needs to purchase goods for the Navajo Nation. It is not an entitlement nor reflective of title or position. The card may be revoked at any time without your permission, notices will be sent. Your signature below indicates that you have read and will comply with the terms of this agreement:

1. I understand that I will be making financial business commitments on behalf of the Navajo Nation and will strive to obtain the best values for the Navajo Nation.
2. I pledge and will comply with the Navajo Nation Procurement Rules and Regulations, the Employee Travel Policy and Procedures, the Navajo Nation Appropriations Act, the Navajo Business Opportunity Act and Navajo Preference and Indian Preference.
3. I have been given a copy and will follow the Navajo Nations Purchasing Card Operating Procedures, received the Purchasing Card training and understand the requirements and usage of the Purchasing Card. Failure to comply with this Agreement may result in either revocation of card privileges, other disciplinary actions up to and including termination of employment.
4. I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for myself or for others. Usage of the PCard for personal charges is considered misappropriation of Navajo Nation Funds and Federal Funds will result in disciplinary action up to and including termination of employment.
5. I agree that should I violate the terms of this Agreement and use the Purchasing Card for personal use or gain, I will immediately reimburse the Navajo Nation via payroll deduction for all incurred charges and any fees related to the collection of those charges.
6. The Purchasing Card is issued in my name; I will not allow any other person to use my card. I am responsible for any and all charges against the card issued to me. Adhere to the Purchasing Card Parameters.
7. The Purchasing Card is Navajo Nation Property. As such, I understand that I may be periodically required to comply with internal control procedures designed to protect Navajo Nation assets. This may include being asked to produce the card to validate its existence and account number.
8. If the card is lost or stolen, I will immediately notify Wells Fargo by telephone at **1-800-932-0036** and a Program Administrator(s).
9. I will receive a monthly statement; report with all purchasing activity during the statement period. Since I am responsible for all charges (but not for payment) on the card, I will reconcile the statement with receipts, resolve any discrepancies by either contacting the supplier or Wells Fargo Bank.
10. I agree to surrender the Purchasing Card immediately upon termination of and/or transfer employment, whether for voluntary, involuntary reasons, retirement.

Introduction to the PCard Program (pg.2)

INTRODUCTION TO THE PURCHASE CARD PROGRAM

The Purchase Card program was created to manage and monitor p-cards on behalf of the Navajo Nation. The p-card provides a more cost-effective payment method but is not intended to bypass proper procurement and travel procedures.

General Policies and Requirements (pg.2)

GENERAL POLICIES AND REQUIREMENTS

All employees participating in the P-Card program are expected to comply with the following Navajo Nation laws, policies and procedures:

1. Navajo Nation Procurement Rules and Regulations
2. Navajo Nation Employee Travel Policy and Procedures Handbook
3. Navajo Nation Appropriations Act
4. Navajo Nation Business Opportunity Act
5. Navajo Preference and Indian Preference Act
6. Navajo Nation Ethics in Government Act
7. Title 17 of the Navajo Nation Code

Eligibility (pg.3)

ELIGIBILITY

1. Regular status Navajo Nation Employee, Navajo Nation At-Will employee, Navajo Nation President and Vice President, Navajo Nation Political Appointee, and Navajo Nation Council Delegate.
2. Applicants must complete:
 - Purchase Card Application
 - Obtain appropriate signatures defined in the p-card procedures
3. Applicants must be current on all financial obligations to the Navajo Nation as set forth in Navajo Nation Business Procurement Act.
4. Employees must certify knowledge and understanding of the following:
 - P-Card Policies & Procedures
 - Navajo Nation Travel Policies & Procedures
 - Navajo Nation Procurement Policies & Procedures

Roles and Responsibilities (pg.3)

Department Approval Authority

- Approve Purchase Requisition (PR) prior to operational purchase.

Financial Bank Institution

All operations PCard purchases must be a signed purchase requisition BEFORE processing PCard purchase.

Operations PCard (pg.4)

OPERATIONS P-CARD

- One Operation p-card will be issued to an Administrative/Support staff per Department/Program.
- P-Card holder must comply with all applicable Navajo Nation laws, policies and procedures as set forth above in the General Policies and Requirements section of these Policies.
- Only the cardholder named on the card is authorized to make purchases.

Authorized

- Purchase Requisitions (“PR”) signed and approved by the Department Approval Authority **prior** to incurring p-card charges.

Travel PCard (pg.4)

TRAVEL P-CARD

- P-Card holder must comply with all applicable Navajo Nation laws, policies and procedures as set forth above in the General Policies and Requirements section of these Policies.
- P-Card holder will not be permitted to receive a travel advance.
- Only the cardholder named on the p-card is authorized to make purchases.
- Meals exceeding GSA per diem rate will be subject to Income and Employment Tax, unless a payroll deduction is in place for exceeded amount.

Travel PCard (pg.4)

2016 PER DIEM RATES

Effective October 1, 2015

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

BREAKFAST	\$11.00	\$12.00	\$13.00	\$15.00	\$16.00	\$17.00
LUNCH	\$12.00	\$13.00	\$15.00	\$16.00	\$17.00	\$18.00
DINNER	\$23.00	\$24.00	\$26.00	\$28.00	\$31.00	\$34.00
<u>INCIDENTAL</u>	<u>\$ 5.00</u>					
TOTAL	\$51.00	\$54.00	\$59.00	\$64.00	\$69.00	\$74.00

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.*

Travel PCard (pg.4)

- Lodging exceeding GSA per diem rate without written justification will be subject to Income and Employment Tax, unless a payroll deduction is in place for exceeded amount.

Meals/Lodging:

CONUS Rates – www.gsa.gov/perdiem

Travel PCard (pg.4)

11/2/2015

Per Diem Rates Look-Up

[Home](#) | [Mobile Site](#) | [Newsroom](#) | [Regions](#) | [Staff Directory](#) | [Careers](#) | [Forms](#) | [e-Tools](#) | [QuickLinks](#)



U.S. General Services Administration

Search

[Home](#) > [Policy & Regulations](#) > [Travel and Relocation Policy](#) > [Per Diem](#) > [Per Diem Rates](#) >

FY 2016 Per Diem Rates for Arizona

(October 2015 - September 2016)

SEARCH BY CITY, STATE OR ZIP CODE

Enter your City

Enter your ZIP Code

FIND PER DIEM RATES

OR

[Per Diem Map >](#)

Arizona

ADDITIONAL PER DIEM TOPICS

[Meals & Incidental Expenses Breakdown \(M&IE\)](#)
[FAQs](#)
[State Tax Exemption Forms](#)
[Factors Influencing Lodging Rates](#)
[FY 2014 Per Diem Highlights](#)
[Fire Safe Hotels](#)
[Have a Per diem Question?](#)
[Downloadable Per Diem Files](#)

Cities not appearing below may be located within a county for which rates are listed.

To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website \(a non-federal website\)](#).

You searched for: Arizona

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**		
		2015			2016											
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep			
Standard Rate	Applies for all locations without specified rates	89	89	89	89	89	89	89	89	89	89	89	89	89	89	51
Grand Canyon / Flagstaff	Coconino / Yavapai less the city of Sedona	124	89	89	89	89	124	124	124	124	124	124	124	124	64	
Kayenta	Navajo	112	112	112	112	112	112	112	112	112	112	112	112	112	59	
Phoenix / Scottsdale	Maricopa	113	113	113	161	161	161	120	120	89	89	89	113	59		
Sedona	City Limits of Sedona	134	134	134	134	134	141	141	141	141	141	141	134	74		
Tucson	Pima	89	89	89	106	106	89	89	89	89	89	89	89	59		

* NOTE: Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.

** Meals and Incidental Expenses, see [Breakdown of M&IE Expenses](#) for important information on first and last days of travel.

Travel PCard (pg.4)

Authorized

- Mileage reimbursement will be made in accordance to rates established by the Federal Travel Regulations.
- All actual meal, lodging and other allowable travel expenses require original itemized receipts.

Compliant

<p>2675 S Beulah Blvd Flagstaff, AZ 86001 (928) 779-7100 004 0239620</p> <p>352</p> <p>Host: Four 03/30/2015 352 7:46 PM 30137</p> <p>Order Type: Drive Thru</p> <p>DbI Patty Melt Combo 7.19 French Fries Md Pepsi</p> <p>Subtotal 7.19 Tax 0.79</p> <p>Drive Thru Total 7.98</p> <p>VISA #XXXXXXXXXX \$ 7.98</p> <p>Comments or suggestions? Email us: comments@jringmt.com Learn more about new store openings on FB. LIKE us at www.facebook.com/jringmt</p> <p>--- Check Closed ---</p>	<p>Welcome to Twin Arrows Navajo Casino Resort Food Court</p> <p>3/30/2015 12:51</p> <p>Food Court</p> <p>Check: 5025346 Server: Grace Guests: 1 Terminal: 502</p> <p>Regular Check</p> <table border="0" style="width: 100%;"> <tr><td>*D 1 Food Court - All</td><td style="text-align: right;">10.99</td></tr> <tr><td>FoodCourtPCDis</td><td style="text-align: right;">-1.04</td></tr> <tr><td>1 FountDrink Med</td><td style="text-align: right;">0.00</td></tr> </table> <p>Gross Sales 10.99 Discount -1.04 Subtotal 9.95 Tax 0.50 Total 10.45</p> <p>Visa XXXXXXXXXXXX 10.45</p> <p>T502 C132092 3/30/2015 12:52</p> <p>Thank you and Have a nice day Ahe'hee' Nizhónígo Nee Ado'áaI</p> <p>DUPLICATE RECEIPT</p>	*D 1 Food Court - All	10.99	FoodCourtPCDis	-1.04	1 FountDrink Med	0.00
*D 1 Food Court - All	10.99						
FoodCourtPCDis	-1.04						
1 FountDrink Med	0.00						

Non-Compliant

<p>04/13/15 SALE DRAFT 11:05</p> <p>4 Elements Cafe 22181 Resort Boulevard Exit 219, I-40 Flagstaff, AZ 855-928-8946</p> <p>MERCH ID: 447292 CASHIER: Whitney TERMINAL: 101</p> <p>Visa</p> <p>NAME: XXXXXXXXXXXX NUMBER: XXXXXXXXXXXX EXPIRE: XX/XX AUTH: XXXXXXXXXXXX AMOUNT: 18.42</p> <p>CHECK: 1048192 TABLE: 4e_36</p> <p>TOTAL: 18.42</p> <p>GRATUITY: <u>2.00</u></p> <p>TOTAL: <u>20.42</u></p> <p>I agree to pay above total amount according to my card issuer agreement.</p> <p>X _____ SIGNATURE</p>	<p>04/14/15 SALE DRAFT 08:59</p> <p>4 Elements Cafe 22181 Resort Boulevard Exit 219, I-40 Flagstaff, AZ 855-928-8946</p> <p>MERCH ID: 447292 CASHIER: Jeraldine TERMINAL: 101</p> <p>Visa</p> <p>NAME: XXXXXXXXXXXX NUMBER: XXXXXXXXXXXX EXPIRE: XX/XX AUTH: XXXXXXXXXXXX AMOUNT: 8.91</p> <p>CHECK: 1048229 TABLE: 4e_21</p> <p>TOTAL: 8.91</p> <p>GRATUITY: _____</p> <p>TOTAL: _____</p> <p>I agree to pay above total amount according to my card issuer agreement.</p> <p>X _____ SIGNATURE</p>
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Travel PCard (pg.4)

Unauthorized

- Items for personal use, Gifts cards, Alcoholic beverages, and Non meal snacks.
- Cardholder **cannot** claim the difference of per diem rates.
- Paying on behalf of another employee without prior authorization and notification to P-Card section.

Month End Reclassification and Approval (pg.5)

MONTH END RECLASSIFICATION AND APPROVAL

Completed CCER packet(s) shall be submitted to the Purchase Card Section by the end of the download period. Failure to do so will result in temporary suspension of p-card privileges for the Cardholder, Reconciler and Approver until all delinquent CCER packets have been received.

Cycle-To-Date Period

- Cardholder is required to reclassify p-card transactions and add reimbursement.
- Forward CCER packet to the Reconciler by the start of the Review period.

Questions