The Navajo Nation
Office of Legislative Services

Purchase Card Procedures
Commercial Card Expense Reporting (CCER) Upgrade

The Navajo Nation

An internet solution

Accessed via Wells Fargo’s secure Commercial Electronic Office® (CEO) portal
Go to www.wellsfargo.com
Click on the “Commercial” tab
Logging in: Click on CEO (Commercial Electronic Office Portal)

How can you make the most of your tax revenue?
- Investment policy development for public entities
- Customized portfolio analytics
- Ladder investment strategies

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

- 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:

Follow Guidelines

Enter Current 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:

* 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)
Pick and Answer Two Secret Questions

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)!
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 not entered the Commercial Electronic Office (CEO) business portal at the website to Wells Fargo Bank, N.A. ("Wells Fargo"). Through the CEO you will be able to use certain financial services (the "Services") of Wells Fargo or its Affiliates (the "Affiliates").

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

I AGREE TO THESE TERMS OF USE. YOU MUST USE YOUR BUSINESS OR KEYSTONE BUSINESS USER NAME OR BUSINESS USER NAME AND THE COMBINATION OF YOUR ACCOUNT NUMBER OR BUSINESS USER NAME AND THE COMBINATION TO ENTER THE BUSINESS PORTAL BUSINESS PORTAL. IF YOU PLAN TO USE THE BUSINESS PORTAL BUSINESS PORTAL, YOU MUST ENTER YOUR BUSINESS OR KEYSTONE BUSINESS USER NAME OR BUSINESS USER NAME AND THE COMBINATION TO ENTER THE BUSINESS PORTAL BUSINESS PORTAL. IF YOU PLAN TO USE THE BUSINESS PORTAL BUSINESS PORTAL, YOU MUST ENTER YOUR BUSINESS OR KEYSTONE BUSINESS USER NAME OR BUSINESS USER NAME AND THE COMBINATION TO ENTER THE BUSINESS PORTAL BUSINESS PORTAL.

You agree to use the CEO only as permitted by these Terms of Use. The Service may contain information that is confidential or privileged. Any information that is confidential or privileged is not confidential or privileged, and you accept the risks of using the Service.

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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:

Middle Initial:

Last Name:

Title:

Functional Area:

Email:

Your Phone Number:

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

- United States

- International

Your Fax Number:

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

- United States

- International

Save  Cancel
Select **Commercial Card Expense Reporting** from the “my services” menu.
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
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:

PROGRAM ADMINISTRATOR:
DOWNLOAD-FMIS: NOVEMBER 26-30, 2015

ANY QUESTIONS, CALL THE PURCHASE CARD SECTION AT 928-871-6042 OR EMAIL pcard@nnooc.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
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.)
Manage Statements

- Review open statements (default)
Manage Statements

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

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

Total Charges: $4,904.23
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.
## 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

Enter a business description, review/reclassify custom fields and the GL code

Avoid special characters - < > % ; ( ) & + \ # ? { } I ^ ~ [ ] ``

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

Account number
## Add description – From Statement Screen

Viewing 1 to 2 of 2 Items

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Posting Date</th>
<th>Merchant</th>
<th>Custom Fields</th>
<th>G/L Code</th>
<th>Receipt Attached</th>
<th>Amount / Original Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 08/26/2010</td>
<td>08/30/2010</td>
<td>Chil’s Grill Phoenix, AZ</td>
<td>![Image]</td>
<td>3240 - Per Diem Meals</td>
<td>□</td>
<td>26.80 USD</td>
</tr>
<tr>
<td>2. 08/26/2010</td>
<td>08/30/2010</td>
<td>Hertz Rent-a-car Phoenix, AZ</td>
<td>![Image]</td>
<td>3220 - Vehicle Rental</td>
<td>□</td>
<td>117.05 USD</td>
</tr>
</tbody>
</table>

Description:

Open Description box on Statement Screen by clicking on the word “Description” / to close box click on [X].

Viewing 1 to 2 of 2 Items

<table>
<thead>
<tr>
<th>Transaction Date</th>
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<th>Merchant</th>
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<td>![Image]</td>
<td>3220 - Vehicle Rental</td>
<td>□</td>
<td>117.05 USD</td>
</tr>
</tbody>
</table>

Description:
Split and reclassify screen

- 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

Click the icon to reclassify General Ledger Code

Enter a business description

Click the icon to choose values to reallocate the transaction
Dispute transaction screen

- 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

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Expense Category</th>
<th>Custom Fields</th>
<th>G/L Code</th>
<th>Distance / Item Count</th>
<th>Rate / Per Diem</th>
<th>Status</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/25/20xx</td>
<td>Tips</td>
<td></td>
<td>274210</td>
<td></td>
<td>$0.00</td>
<td>Pending Approval</td>
<td>$2.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Description:</td>
<td></td>
<td>Bellboy tips</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/25/20xx</td>
<td>Mileage</td>
<td></td>
<td>273004</td>
<td>14</td>
<td>55 - IRS rate</td>
<td>Pending Approval</td>
<td>$7.70</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Description:</td>
<td></td>
<td>Mileage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/25/20xx</td>
<td>Taxi</td>
<td></td>
<td>273002</td>
<td></td>
<td>$0.00</td>
<td>Pending Approval</td>
<td>$75.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Description:</td>
<td></td>
<td>Taxi fare</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Out-of-pocket: $84.70

Click “Add an Expense” to add items
Out-of-Pocket (OOP) Screen

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

- 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 #

Do not need to void or submit check information
# Personal profile

## User Information

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>THE NAVAJO NATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division:</td>
<td>GENERAL (10001)</td>
</tr>
<tr>
<td>Unit:</td>
<td>OFFICE OF THE CONTROLLER-NN</td>
</tr>
<tr>
<td>First Name: *</td>
<td>JACK</td>
</tr>
<tr>
<td>Middle Name:</td>
<td>O</td>
</tr>
<tr>
<td>Last Name: *</td>
<td>KLINE</td>
</tr>
<tr>
<td>Email: *</td>
<td><a href="mailto:JKLINE@YAHOO.COM">JKLINE@YAHOO.COM</a></td>
</tr>
</tbody>
</table>

## Card Information

<table>
<thead>
<tr>
<th>Mailing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Type:</td>
</tr>
<tr>
<td>Address Line 1:</td>
</tr>
<tr>
<td>Address Line 2:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>State:</td>
</tr>
<tr>
<td>Zip Code:</td>
</tr>
</tbody>
</table>

- Use Navajo Nation issued E-Mail Account
- Billing address for online and phone orders
Available credit field is the remaining balance of the cardholder’s existing credit limit

<table>
<thead>
<tr>
<th>Card Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mailing</strong></td>
</tr>
<tr>
<td>Address Type:</td>
</tr>
<tr>
<td>Address Line 1:</td>
</tr>
<tr>
<td>Address Line 2:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>State:</td>
</tr>
<tr>
<td>ZIP Code:</td>
</tr>
<tr>
<td><strong>Embossing</strong></td>
</tr>
<tr>
<td>Name Line 1:</td>
</tr>
<tr>
<td>Name Line 2:</td>
</tr>
<tr>
<td><strong>Location Code</strong></td>
</tr>
<tr>
<td>Company #:</td>
</tr>
<tr>
<td>Dept #:</td>
</tr>
<tr>
<td>Location Code:</td>
</tr>
<tr>
<td>Project ID:</td>
</tr>
</tbody>
</table>

**Account Parameters**

<table>
<thead>
<tr>
<th>Templates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selected Template:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Number of Transactions:</td>
</tr>
<tr>
<td>Monthly Number of Transactions:</td>
</tr>
<tr>
<td>Daily Dollar Limit:</td>
</tr>
<tr>
<td>Monthly Credit Limit:</td>
</tr>
<tr>
<td>Single Purchase Limit:</td>
</tr>
</tbody>
</table>

**Available Credit as of 01/31/20xx**: $200.00

Declining Balance: Yes

Number of Months Active: 10

**MCC Strategy**

Select Strategy: Inclusion
Selected Groups: Travel, Lodging

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.

Click to retrieve current available credit
Complete your review

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
The WellsOne Commercial Card

Contact

Program Administrators

Purchase Card Section
Frasier Begay, AMS
Rhiannon Francis, AMS
Marcie Allison-Destea, AA
Lorenda Sam, Accountant
Elsie Julian, Sr. Accountant

Office of the Controller
PO Box 3150
Window Rock, AZ 86515
928-871-6042 phone
928-871-6026 fax

Purchasing
Janice Haskie, Buyer  928-871-6316
Lorita Etsitty, Accounting Manager
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 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

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

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 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 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.
### 2016 Per Diem Rates

Effective October 1, 2015

**Navajo Nation Travel Policy on Meal Allowance Reimbursements**

<table>
<thead>
<tr>
<th></th>
<th>$11.00</th>
<th>$12.00</th>
<th>$13.00</th>
<th>$15.00</th>
<th>$16.00</th>
<th>$17.00</th>
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<tbody>
<tr>
<td><strong>Breakfast</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td>$12.00</td>
<td>$13.00</td>
<td>$15.00</td>
<td>$16.00</td>
<td>$17.00</td>
<td>$18.00</td>
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<tr>
<td><strong>Dinner</strong></td>
<td>$23.00</td>
<td>$24.00</td>
<td>$26.00</td>
<td>$28.00</td>
<td>$31.00</td>
<td>$34.00</td>
</tr>
<tr>
<td><strong>Incidental</strong></td>
<td>$5.00</td>
<td>$5.00</td>
<td>$5.00</td>
<td>$5.00</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

**Total**: $51.00 - $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.
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
FY 2016 Per Diem Rates for Arizona

(October 2015 - September 2016)

Search by City, State or ZIP Code

Enter your City or Enter your Zip Code

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

<table>
<thead>
<tr>
<th>Primary Destination* (1)</th>
<th>County (2, 3)</th>
<th>Meals &amp; Incidental Expenses (M&amp;IE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Rate</td>
<td></td>
<td>89</td>
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<tr>
<td>Kayenta</td>
<td>Navajo</td>
<td>112</td>
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<tr>
<td>Phoenix / Scottsdale</td>
<td>Maricopa</td>
<td>113</td>
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<tr>
<td>Sedona</td>
<td>City Limits of Sedona</td>
<td>134</td>
</tr>
<tr>
<td>Tucson</td>
<td>Pima</td>
<td>89</td>
</tr>
</tbody>
</table>

*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

Non-Compliant
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

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