

The Navajo Nation

Office of Legislative Services



Employee Travel Procedures

AUDIT FINDING (pg.12,13 & 14)

Travel Expenditure Findings

Finding IX: Missing Travel Expenditure Documentation

Issue: Several OLS travel expenditures were not properly supported.

Criteria: The Navajo Nation Travel Policy requires all travel expenses to be properly supported by an approved Travel Authorization form and receipts.

Condition: In total, for the time period of April through September 2014, the OLS department (including LDAs) incurred \$131,560 of travel expenses. LDAs incurred approximately \$62,000 of this expense. During our analysis of the supporting documentation for 15 general OLS travel expenditures, we identified missing documentation including:

- a) One instance where there was no documentation (e.g. receipts, Travel Authorization (TA) form, etc.) in the OLS files to support the travel expenditure;
- b) One instance where the travel expense was not supported by receipts and the TA was not approved by the OLS Executive Director; however, it was processed for reimbursement. This particular travel expenditure was submitted by a LDA.
- c) One instance where a meal was charged to the OLS P-Card by an LDA despite the fact that the TA was only for mileage reimbursement. It was determined that LDAs are not permitted to have meal reimbursements.

AUDIT FINDING (pg.12,13 & 14)

- d) One instance where the TA showed approval for lodging at the rate of \$83 for two nights (\$166 total). However, the actual lodging receipts showed \$300 for one night. Upon discussion with the OLS Executive Director, he was aware that this particular lodging expenditure exceeded the approved lodging on the TA. In instances such as these, the TA should note that lodging may exceed the initial approved amount. However, this was not documented on the TA.

In addition, during our analysis of the supporting documentation for 22 LDA travel expenditures, we identified missing documentation including:

- a) Three instances where there was no documentation (e.g. receipts, TA form, etc.) to support the travel expenditure.
- b) Nine instances where a meal was charged to the OLS P-Card by an LDA despite the fact that the TA was only for mileage reimbursement. The charge was not deducted from the mileage amount paid to the LDA.
- c) Twelve instances where the TA was approved for a set estimated mileage of 1,000 miles; however, the actual reimbursement exceeded the 1,000 miles approved.
- d) Three instances where expenditures were approved for a period of time outside of the authorized dates on the TA.

Effect:

Travel expenses were not properly supported and approved in compliance with the Navajo Nation Travel Policy.

Cause:

There was not a consistent process for tracking travel expense approvals and documentation. In addition, typically LDAs get their travel expenses approved by their respective Council Delegate rather than following the standard OLS approval process.

OLS PLAN OF OPERATION

CO-52-13

§ 953. Executive Director

A. The Office of Legislative Services shall be headed by an Executive Director, who shall be recommended for appointment by the Speaker in consultation with the Intergovernmental Relations Naabik'íyáti' Committee and subsequently confirmed by the Navajo Nation Council. The Executive Director will be administratively responsible to the Speaker and serve at the pleasure of the Intergovernmental—Relations Naabik'íyáti' Committee of the Navajo Nation Council. The Executive Director will be responsible for program planning and administration, staff, guidance, direction and general supervision, budget preparation, implementation, management and control, and property and facilities coordination and management within the Office of Legislative Services.

OVERVIEW (pg.1)

Source: Navajo Nation Employee Travel Policy and Procedures Handbook

I. OVERVIEW

Travel and related costs represent the third largest budget category, behind payroll and data management, yet it is the category least likely to be monitored for cost effectiveness. As the amount of travel increases, the need for strict cost efficient controls also grows. It is evident that the Navajo Nation must have an effective, cost efficient and enforceable travel policy to maintain an edge against ever inflating travel expenses. The Navajo Nation Employees' Handbook has been prepared to address these concerns.

Travel and related activities are necessary and legitimate parts of doing business. There is no reason to restrain them unnecessarily. Nor is there any reason to free them from all restraints. As with any other area of business activity, they must be approached cautiously, prudently, and fairly. The following pages provide definitions, guidelines, and instructions for dealing with Navajo Nation travel and related expenditures.

SCOPE (pg.1)

II. SCOPE

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

To be reimbursable, travel expenses shall be reasonable, necessary, lawful, and properly approved in accordance with the requirements of these policies. These requirements not only follow good business practice but also comply with IRS requirements for deductible expenditures, which must be "ordinary, necessary, and reasonable to the conduct of a business." As most travel expenses--transportation, lodging, meals--meet the test of necessity, potential problems, for the employee and the Navajo Nation, hang on the test of reasonableness. The Navajo Nation, therefore, defines a reasonable expenditure as a payment, tendered for goods or services that primarily benefit the Navajo Nation rather than the employee, in an amount that the employee would readily pay if he were paying the expense himself.

Reference: <http://www.nnols.org/employee-tool-kit.aspx>

STATEMENT OF PURPOSE (pg.1)

III. STATEMENT OF PURPOSE

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

1. Policies regarding the types of expenditures that are allowable and not allowable;
2. Guidance on the Navajo Nation Policies and Procedures pertaining to prior approval of travel and the related estimate of allowable expenses;
3. Guidance on the Navajo Nation Policies and Procedures pertaining to travel advances;
4. Guidance on The Navajo Nation Policies and Procedures pertaining to travel and related expenditures; and,

Emphasis – Prior Approval

* No approved travel means no expenses can be claimed and should be considered unauthorized travel.

GENERAL POLICY (pg.2)

IV. GENERAL POLICY

It is Navajo Nation policy neither to encourage nor to discourage travel and related business activity, but to expect that all employees use their best judgment and act prudently regarding travel expenditures. This policy and procedures handbook provides the policies employees must comply with and also provides guidelines for such legitimate expenditures.

1. Only reasonable and necessary expenses that are incurred in the course of accomplishing Navajo Nation business objectives shall be reimbursed.
2. Allowable expenses shall be authorized by a Travel Authorization unless, otherwise provided herein and approved by the appropriate Navajo Nation official authorized to approve such expenses.
 - A. All employees below the level of department director shall obtain the approval of their department director; all department directors shall obtain the approval of their division director; all division directors shall obtain the approval of the President of the Navajo Nation for the

(pg.3)

3. Documentation of proposed travel shall be submitted on a "Travel Authorization" (TA) form provided by the Office of the Controller unless otherwise provided herein. This form shall be properly completed and departmentally approved prior to departure to reimburse allowable expenses. An estimate of the allowable expenses (if any) shall appear on the Travel Authorization forms and shall be submitted to the Office of the Controller twelve (12) working hours prior to the time of departure, except where time is extremely important. The Controller may establish minimum thresholds for encumbrance in order to streamline the processing of Travel Authorization forms.

[illegible]

OFFICE OF LEGISLATIVE SERVICES IN HOUSE REQUEST FOR TRAVEL												
EMPLOYEE / TRAVEL INFORMATION:												
NAME: _____		SECTION: _____										
POSITION TITLE: _____		DATE OF REQUEST: _____										
<i>All Non-Windward Rock Committee, Sub-Committee, etc. meetings must have a meeting request memo and advance approval by the Navajo Nation Speaker. (Per N.J.N.C. 2-1103)</i>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">TRAVEL DATES</th> <th style="text-align: center;">ITINERARY</th> <th style="text-align: center;">PURPOSE OF TRAVEL</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">From: _____</td> <td style="padding: 2px;">Subject: _____</td> <td style="padding: 2px;">_____</td> </tr> <tr> <td style="padding: 2px;">To: _____</td> <td style="padding: 2px;">_____</td> <td style="padding: 2px;">_____</td> </tr> </tbody> </table>		TRAVEL DATES	ITINERARY	PURPOSE OF TRAVEL	From: _____	Subject: _____	_____	To: _____	_____	_____		
TRAVEL DATES	ITINERARY	PURPOSE OF TRAVEL										
From: _____	Subject: _____	_____										
To: _____	_____	_____										
Departure Date: _____		Return Date: _____										
Time: _____		Time: _____										
ESTIMATED TRAVEL COSTS:												
Lodging: $\begin{matrix} \text{Rate/night} & \times & \text{Nights} \\ \hline & & \end{matrix}$ = \$ _____		Registration: _____										
Meals: $\begin{matrix} \text{Rate/meal} & \times & \text{Days/Meal} \\ \hline & & \end{matrix}$ = \$ _____		Car Rental: _____										
Misc. Costs: $\begin{matrix} \text{Rate/line item} & \times & \text{Line Item} \\ \hline & & \end{matrix}$ = \$ _____		Air Fare: _____										
Mode of travel: _____		Mileage Estimate: $\begin{matrix} \text{Mileage Rate} & \times & \text{Mileage} \\ \hline & & \end{matrix}$ = \$ _____										
<input type="checkbox"/> Tribal Vehicle # _____												
<input type="checkbox"/> Personal Vehicle _____												
POV Insurance Provider: _____ Policy #: _____ Exp. Date: _____												
If requesting POV, is there a tribal vehicle available? <input type="checkbox"/> Yes <input type="checkbox"/> No												
TOTAL ANTICIPATED TRAVEL COSTS: \$ _____		ADVANCE REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> No										
<input type="checkbox"/> Speaker Approval Memo and/or Attached		TOTAL ADVANCE AMOUNT: \$ _____										
Staff Signature _____		Date _____										
<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL: _____												
Supervisor Signature _____		Date _____										
<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL: _____												
Executive Director Signature _____												
OFFICE OF LEGISLATIVE SERVICES												



- TRAVEL AUTHORIZATION
- TRAVEL ADVANCE
- TRAVEL EXPENSE REPORT

TRAVEL NUMBER
399328

TRAVELER AUDIT

EXPENSE RECONCILIATION

TOTAL EXPENSE THIS REPORT	_____
ADVANCE THIS REPORT	_____
P-CARD EXPENSE	_____
COP EXPENSE	_____
AMOUNT DUE TO EMPLOYEE	_____
AMOUNT DUE TO NATION	_____

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
	THRU		Depart: _____	
			Via: _____	
			Return: _____	

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

ESTIMATED TRAVEL COSTS:

Lodging:	@	= \$
# of Nights	Gov't Rate	Total

Registration: _____

Meals:	@	= \$
# of Days	Per diem Rate	Total
1	100	100
2	100	200
3	100	300
4	100	400
5	100	500
6	100	600
7	100	700
8	100	800
9	100	900
10	100	1000
11	100	1100
12	100	1200
13	100	1300
14	100	1400
15	100	1500
16	100	1600
17	100	1700
18	100	1800
19	100	1900
20	100	2000
21	100	2100
22	100	2200
23	100	2300
24	100	2400
25	100	2500
26	100	2600
27	100	2700
28	100	2800
29	100	2900
30	100	3000
31	100	3100
32	100	3200
33	100	3300
34	100	3400
35	100	3500
36	100	3600
37	100	3700
38	100	3800
39	100	3900
40	100	4000
41	100	4100
42	100	4200
43	100	4300
44	100	4400
45	100	4500
46	100	4600
47	100	4700
48	100	4800
49	100	4900
50	100	5000
51	100	5100
52	100	5200
53	100	5300
54	100	5400
55	100	5500
56	100	5600
57	100	5700
58	100	5800
59	100	5900
60	100	6000
61	100	6100
62	100	6200
63	100	6300
64	100	6400
65	100	6500
66	100	6600
67	100	6700
68	100	6800
69	100	6900
70	100	7000
71	100	7100
72	100	7200
73	100	7300
74	100	7400
75	100	7500
76	100	7600
77	100	7700
78	100	7800
79	100	7900
80	100	8000
81	100	8100
82	100	8200
83	100	8300
84	100	8400
85	100	8500
86	100	8600
87	100	8700
88	100	8800
89	100	8900
90	100	9000
91	100	9100
92	100	9200
93	100	9300
94	100	9400
95	100	9500
96	100	9600
97	100	9700
98	100	9800
99	100	9900
100	100	10000

Car Rental:

Misc. Costs

Air Fare:

(Attach Proposed Itinerary)

Mileage Estimate:	x	= \$
Mileage Rate	# of Miles	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
------------------------	-------------

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

☐ APPROVAL ☐ DISAPPROVAL:

Supervisor Signature _____ Date _____

☐ APPROVAL ☐ DISAPPROVAL:

Executive Director Signature	Date
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OFFICE OF LEGISLATIVE SERVICES

GENERAL POLICY (pg.3)

4. Reimbursable expenses shall be reported promptly, accurately, and with the required documentation as provided herein.
5. Employees shall exercise good judgment with respect to travel expenses by employing the most economical means of transportation, lodging, and meals that is consistent with the need for comfort and for the effective conduct of business.

GENERAL POLICY (pg.2)

9. Falsifying travel documents is prohibited, and will be handled pursuant to the applicable Navajo Nation Personnel Policies Manual and other applicable Navajo Nation laws, rules and regulations.

TABLE OF PENALTIES:

	OFFENSE	FIRST PENALTY	SECOND PENALTY	THIRD PENALTY
1.	Theft of property	Removal		
2.	Misuse of Nation Funds	Removal		
3.	Solicitation or acceptance of bribes or kickbacks	Removal		
4.	Falsification or unauthorized alteration of any Nation record	Removal		
5.	False statement(s) of material fact in employment application or related documentation	Removal		
6.	Maintaining second or outside employment without proper approval including, but not limited to, holding a salaried elected office, self-employment, etc.	Removal		
7.	Contracting or recommending a contract with a party where the employee has an equity or other beneficial interest, limited only to employees who have influence over the contracting process	Removal		
8.	Fraud and/or conspiracy to commit fraud	Removal		
9.	Perjury in court or before an official Navajo Nation body or tribunal	Removal		
10.	Concealing, removing, mutilating, obliterating, or destroying Navajo Nation records or documents without authorization	Removal		

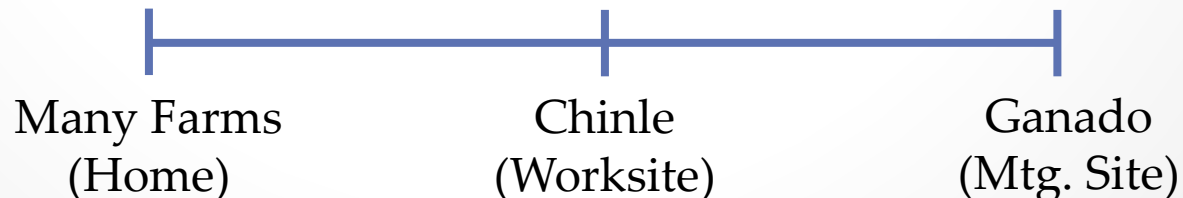
DEFINITIONS (pg.4)

6. “Official travel” by employees of the Navajo Nation is hereby defined for purposes of this travel policy as travel to perform business on behalf of the Navajo Nation when such performance cannot be accomplished by any other means at the office or workstation to which the employee is assigned. Travel between an employee's home and office or workstation is not considered official travel.

Example 1:



Example 2:



DEFINITIONS (pg.4)

7. “Local travel” is hereby defined as travel within thirty-five miles one-way and four hours from workstation or residence.

The rule reads thirty-five miles AND four hours

TRAVEL POLICY (pg.5)

8. Arrangements by departments for meetings or conferences shall be coordinated and finalized through the Travel Office, prior to any commitments with outside entities (hotel or eating establishments). Employees shall not sign agreements with lodging or eating establishments.

Employees cannot sign agreements for meeting rooms or catering services, must follow the procurement procedures.

Title II § 223. Contracts

9. Meals shall not be allowed for travel defined as local travel. (See V. 6 DEFINITION)

35 miles AND 4 hours

MAKING TRAVEL ARRANGMENTS (pg.6)

4. When pre-departure changes in travel plans require revision or cancellation of airline, hotel, or rental car reservations, employees shall immediately notify the designated travel agent so that the required changes can be made. Emergency en route changes may be made directly with the provider by the employee, or through designated travel agent using their 24-hour 1-800 phone number. In instances, where the employee makes the changes for personal reasons and not business, any additional charges will be paid for by the employee.

Example:

Workstation is in Window Rock and traveling to Flagstaff
Meeting ends on Friday at 12 pm (noon). Can not claim dinner at 7:00 pm because travel should have ended before 5:00pm

TRAVEL ADVANCES AGAINST SALARY (pg.7)

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.

16 working hours: If traveling 7:00 am Thursday it has to be submitted to travel office by 4:00 pm Monday.

6. When travel is cancelled and a travel advance was issued, the travel advance check must be reported and returned to payroll section immediately so it can be voided. If the employee fails to return the travel advance check, the payroll section shall immediately initiate a payroll deduction.
7. Employees must plan their trips efficiently and effectively, only one advance per Travel Authorization form will be allowed.

AIR TRANSPORTATION (pg.9)

X. AIR TRANSPORTATION

The Navajo Nation utilizes the lowest logical commercial fare. These tickets are non-refundable; therefore, the employee should not ticket a flight if there is a possibility of not being able to travel. Changes are costly and should be made, only in case of true emergencies. Subsections 1,2,3,4,5,6, and 7 of this section are applicable only to commercial fares, not the Navajo Nation Department of Air Transportation and charter aircraft. **All employees shall utilize the Nation's designated travel agent. In the event, the employee finds lower airfare; they shall coordinate with the designated travel agent to obtain desired rate.**

1. Lowest Logical Fare Routing

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

A. Schedule falls within a two-hour "window" around the requested departure and arrival.

B. Has no more than one interim stop each way.

C. Results in scheduled layover time not exceeding two hours domestic or four hours international.

AIR TRANSPORTATION (pg.10)

7. Changes in Travel Arrangements

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

All OLS Air Travel will be booked by the Administrative Services Officer

AIR TRANSPORTATION (pg.11)

10. Expenses Not Reimbursed

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

Example: A – Paying for early pre-boarding because it is not the most economical mode of transportation

B – Paying for third baggage.

GROUND TRANSPORTATION (pg.12)

4. In the U.S.A., its territories, possessions, and Canada, all extra cost insurance coverage shall be declined by the employees (emphasis added). Navajo Nation Risk Management Department insures coverage on rental vehicles rented through the designated travel agent and charged to the Navajo Nation.
5. All accidents involving rental vehicles shall be reported to the rental agency, and a copy of the accident report and bill of repairs, if available, shall be attached to the employee's travel expense report. If the rental car is damaged, the rental company shall be instructed by the employee to submit a claim to the Insurance Services Department, and the employee shall notify the Insurance Services Department in writing, including a detailed description of the damage. The Insurance Services Department shall then handle the matter.
6. The renter is responsible for payment of all citations issued to driver of rental vehicle. The Controller or designee at their discretion can pay charges to the rental company and recover funds, through payroll deduction.
7. Where applicable, vehicle rental agreements that the Navajo Nation has with given vehicle rental companies shall be used to take advantage of maximum discounts.
8. Where applicable, rented vehicles shall be returned with full tanks of gasoline to avoid the high prices charged by rental companies.

● Purchase of fuel for rented vehicle is an allowable expense

PERSONAL VEHICLE (pg.13)

XII. PERSONAL VEHICLE

When feasible and with the approval of the Departmental Approval Authority, employees shall only use their privately owned vehicle for Navajo Nation business trips, if they carry the minimum personal liability insurance in the amount required by the state in which their car is registered. Programs, departments and divisions shall maintain photo copies of their employees' up to date personal liability insurance who are authorized to use their privately owned vehicle to conduct Navajo Nation business; a copy of the same shall be filed with the Navajo Nation Travel Office.

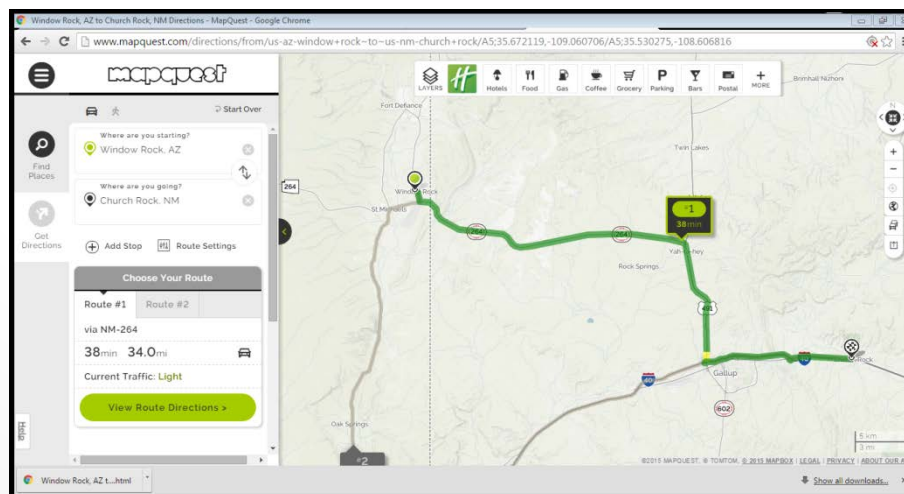
1. Mileage rate, bridge and highway tolls, and parking fees are reimbursable when properly documented on the travel expense report.
2. Mileage allowance shall be the per mile rate for business miles published in the Federal Travel Regulations at the beginning of The Navajo Nation's fiscal year. The Controller or designee through a memorandum will provide notification of per mile rate changes.

OLS staff will be required to keep photo copy of vehicle insurance on file in order to be eligible for vehicle mileage reimbursement. Insurance must list the staff as being on the coverage listing.

PERSONAL VEHICLE (pg.13)

3. The employee shall be reimbursed for the actual business miles traveled in a privately owned vehicle provided by the employee. Mileage will be reimbursed using the most direct route with not more than ten (10) miles per day for incidental travel added when there is no justification provided by the employee. The employee shall submit the actual odometer readings taken at the beginning and end of the trip as part of his expense report. If odometer readings are not furnished, the standard mileage chart published by the Office of the Controller or a Rand McNally map shall be used to reimburse the employee, without consideration for any intra-city travel.

Mapquest (www.mapquest.com) – Most direct route



PERSONAL VEHICLE (pg.13)

4. Where an employee submits actual odometer readings for travel beyond the allowable mileage: the supporting schedule shall include a point-by-point itemization including date of travel, beginning and ending odometer reading, miles traveled and destination.
5. The reimbursement request for a blanket Travel Authorization must be supported by a detailed schedule of official travel performed using the employee's privately owned vehicle during the Travel Authorization period. This supporting schedule shall include a point-by-point itemization including the date of travel, beginning and ending odometer readings, miles traveled and destination.

PERSONAL VEHICLE (pg.14)

6. Business mileage travel is reimbursed from home or workstation which ever is less.

Example 1:



Example 2:



PERSONAL VEHICLE (pg.14)

7. When more than one (1) employee utilizes the same privately owned vehicle, only the person owning the vehicle or responsible for the vehicle may include on his or her Travel Authorization form an estimate of these expenses and claim reimbursement for these expenses.
8. A privately owned vehicle shall not be used for travel if a Navajo Nation vehicle is available to transport the employee and if the employee is authorized to use a Navajo Nation vehicle. Reimbursement for use of a privately owned vehicle shall not be allowed if there is space available in a Navajo Nation vehicle or chartered aircraft departing and returning at approximately the same time with the same destination, unless use of the privately owned vehicle is required at the destination. The person departmentally approving the Travel Authorization form shall be responsible for assuring that no other means of travel are available and verifying that the owner of the vehicle is insured before approving the travel. When two (2) or more persons are going on a trip for the same purpose, they shall travel together to avoid duplication of expenses.

- Tribal vehicle has to be first mode of transportation.
- If two or more staff travel to same meeting, the lower mileage rate applies.

LODGING (pg.15)

XIV. LODGING

1. Reasonable commercial accommodations and rates shall be utilized at all times.
(Government Rate)
5. Only room rates including mandatory taxes shall be reimbursable; charges for personal items such as movies, haircuts, liquor, and personal telephone charges shall not be reimbursed.
6. Employees shall always confirm at the check-in desk that the corporate or other discount rate is being honored. They shall also check their bill carefully at checkout, being sure not to pay for services that were not provided.
7. Additional costs incurred in traveling with a dependent shall not be reimbursed, unless the presence of the dependent was necessary for the completion of Navajo Nation business; such type of travel arrangement shall require the approval of the Departmental Approval Authority.
8. Employees shall cancel any unneeded reservations directly or through the designated travel agent; cancellations shall be recorded by the designated travel agent by the employee for future use to protect the Navajo Nation and the employee from possible billing or collection. No show bills are an unnecessary and completely avoidable expense and shall not be reimbursed.

LODGING

(pg.15 & 16)

10. At times, it may be convenient or necessary to lodge in the private home of friends or acquaintances while traveling on Navajo Nation business. A token of appreciation for the host or hostess is appropriate, and expenditures of up to \$25.00 per night may be reimbursed. The employee shall attach a receipt or written justification by the owner of the house noting that the expenditure was "in lieu of" lodging to the expense report. The name, address, amount, telephone number and number of nights stay at the recipient's residence shall be indicated on the expense report.



NAVAJO NATION OFFICE OF LEGISLATIVE SERVICES
Lodging Receipt/Memorandum

Name of Employee: _____ Travel Authorization No.: _____

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

Mailing Address:

Signature

Date

LODGING

(pg.15 & 16)

12. To be reimbursed, all incurred room charges shall be supported by original itemized /receipt(s), with name of hotel, address and phone number. **A credit card slip is insufficient and not acceptable for reimbursement.**

Receipt should have a zero balance



SpringHill Suites by Marriott
Phoenix Glendale
Peoria

7810 West Bell Road
Glendale Az 85308
t(623) 878 6666

Room: 422

Room Type: KSTE

Number of Guests: 1

Rate: \$113.00 Clerk:

Arrive: 11Oct15 Time: 06:30PM

Depart: 12Oct15 Time:

Folio Number: 83440

Date	Description	Charges	Credits
11Oct15	Room Charge	113.00	
11Oct15	Room Tax	17.14	
12Oct15	Visa		130.14
Card #: VXXXXXXXXXXXX XXX			
Amount: 130.14 Auth: 001493 Signature on File			
This card was electronically swiped on 11Oct15			
Balance:		0.00	

Thank you for staying with us in beautiful Glendale Arizona!

As requested, a final copy of your bill will be emailed to you at:
on Marriott.com.

» "Internet Privacy Statement"

MEALS (pg. 16)

XV. MEALS

The Navajo Nation shall reimburse the cost of meals, when an employee is on travel status from his or her workstation and/or home in excess of thirty-five (35) miles (one-way) and four hours on Navajo Nation business, except otherwise provided herein.

1. The maximum allowable reimbursement for daily meals in Areas "A" shall be the amount specified in the CONUS Per Diem rates (which is published by GSA Travel Services) for the city in question. If the city where meals are purchased is not listed in the CONUS Per Diem rates, then the standard CONUS Per Diem rate shall be used.
 2. Meals included as part of Registration and Conference Fees shall reduce the maximum allowed for meals accordingly (XVI. MISCELLANEOUS EXPENSES. Paragraph 3).
 3. Expenses for alcoholic beverages are not allowable for reimbursement.
- Full breakfast, lunch, and dinner on registration fee cannot be claimed a second time.
 - Meals provided by Chapter, Host, or Contract can not be claimed.

MISCELLANEOUS EXPENSES

(pg. 16 & 17)

2. Tips

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

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>	<u>\$ 5.00</u>	<u>\$ 5.00</u>	<u>\$ 5.00</u>	<u>\$ 5.00</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.*

EXPENSE REPORTING (pg. 17 & 18)

XVII. EXPENSE REPORTING

Employees shall only submit the properly completed Travel Expense Report portion of the Travel Authorization form for all business travel and related business expenses incurred on behalf of the Navajo Nation to the employee's Departmental Approval Authority for approval and original signatures. The supervisor shall be responsible for the timeliness, completeness, reasonableness, and propriety of expenditures, in accordance with Navajo Nation Travel Employees' Policy and Procedures Handbook and other Navajo Nation laws.

1. Travel Expense Reports SHALL be submitted within ten working days of the conclusion of each trip. All Travel Authorizations will be disencumbered after (45) forty-five calendar days. Travel Expense Reports submitted after the timeline shall be reviewed by the Controller or designee for approval.

- Trip end on the 12th, trip report has to be completed in ten working days.
- Any travel reimbursement claim beyond 45 calendar days becomes void.



THE
NAVAJO
NATION

- THIS FORM CONTAINS:
- TRAVEL AUTHORIZATION
 - TRAVEL ADVANCE
 - TRAVEL EXPENSE REPORT

Dept Name _____ Dept. # _____

Name & Position of Traveler _____ Signature of Traveler _____

Social Security #/AB# _____
aRegular Status Employee
aTemporary Employee

1)Phone _____

Date of Departure _____ Date of Return _____

Purpose of Travel Itinerary _____

aTribal Vehicle # _____ POV Insurance Center & Policy No. _____
aPrivate Vehicle _____

Business Units		Amount	Accounting Use
Mileage/Rate	3260		
Lodging	3250		
Meals	3240		
Miscellaneous	3290		
COST ESTIMATE			
Vehicle Rental Estimate	3220		TOTAL COSTS
Airfare Estimate	3320		\$

I HEREBY APPROVE THIS TRAVEL REQUEST

Department Manager _____

TRAVEL ADVANCE AUTHORIZED

Authorized Signature _____ Date Approved _____

TRAVEL EXPENSE REPORT					
DAY					
DATE					
DEPARTURE					
ARRIVAL					
FROM					
TO					
TO					

Lodging					
Breakfast					
Lunch					
Dinner					
Misc					
POV Mileage					
Fuel					
Car Rental					
Airfare					
Inner-City Fares					
parking fees					
Internet service					
TOTAL					

I CERTIFY THAT THIS TRAVEL REPORT IS ACCURATE, COMPLETE AND ALL EXPENSES REQUESTED FOR REIMBURSEMENT AND CLAIMED HEREIN FOR THE PURPOSE AS SET FORTH IN THIS TRAVEL AUTHORIZATION.

SIGNATURE OF TRAVELER _____ DATE: _____

EXPENSE RECONCILIATION		CHARGE ACCT NO.	AMOUNT
MEALS			
MILEAGE			
LODGING			
OTHER EXPENSES			

TRAVELER AUDIT

Navajo Nation Trip Report

Name of Traveler: _____ TA Number: _____

Travel Start Date: _____ End Date: _____ Report Date: _____

Time of Departure: _____ AM Return Time: _____ PM

Type of Vehicle Used: Tribal: ☐ Private: ☐

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

Purpose of Travel: _____

Person(s) Contacted: _____

Accomplishments (Note: XVII.2): _____

* Justification for Unauthorized Expenses: _____

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

Approved ☐ Unapproved ☐

Signature of Traveler (Required)

Date

Signature of Approval Authority

Date

EXPENSE REPORTING (pg. 17 & 18)

If nothing was accomplished on the trip or the Navajo Nation received no benefits from the trip, the trip should not have been taken and the person who authorized the trip may disallow any reimbursement, except when the circumstance was beyond the control of the employee.

It is important to list the accomplishments from the travel.

EXPENSE REPORTING (pg. 17 & 18)

3. Expenses shall be reported chronologically (day-by-day). The use of averages or approximations shall not be accepted. When the period of travel is greater than seven (7) days, a photocopy of the Expense Report portion of the Travel Authorization form shall be used to report the additional days.
4. When expenses are shared between two or more employees, each employee shall include his or her share of the expense (SEE XVI. MISCELLANEOUS EXPENSES, Paragraph 5) and document the circumstances.

It is expected for staff to use the original approved Travel Authorization form when processing travel reimbursement claim.

EXPENSE REPORTING (pg. 17 & 18)

5. Employees shall be required to maintain an accurate record of daily expenses.
6. All Expense Claims are subject to corrections and/or adjustments during the propriety review pursuant to these policy and procedures.



IRS Provides Guidance on Per Diem Expense Reimbursements Paid By Employers

IR-2006-175, Nov. 9, 2006

EXPENSE REPORTING (pg. 17 & 18)

WASHINGTON — The Internal Revenue Service today issued guidance emphasizing the need for employers to track the amount of expense reimbursement allowances paid to employees on a per diem basis.

Revenue Ruling 2006-56 tells employers that if they routinely pay per diem allowances in excess of the federal per diem rates, but do not track the allowances and do not require the employees either to actually substantiate all the expenses or pay back the excess amounts, and do not include the excess amounts in the employee's income and wages, then the entire amount of the expense allowances is subject to income tax and employment tax.

Generally, amounts employers pay employees to reimburse them for substantiated business expenses are not subject to income tax or employment tax. For reimbursements for expenses for meals and other incidentals associated with business travel, employees get this exclusion for reimbursements for each day of travel up to the federal per diem rates without having to actually substantiate the amounts of the expenses. However, if an employer pays expense allowances that exceed the federal per diem rates, the excess amounts are subject to income tax and employment tax if they are not repaid to the employer, unless the employee actually substantiates all of the expenses covered by the per diem allowance.

EXPENSE REPORTING (pg. 17 & 18)

The revenue ruling illustrates when a per diem allowance arrangement that fails to track the excess amounts and does not include the unsubstantiated, unrepaid excess amounts in the employee's income and wages constitutes a pattern of abuse of the rules for tax-free expense reimbursements. The finding that the arrangement is abusive causes all allowances paid under the arrangement to be subject to income tax and employment tax, not just the excess amounts. While the revenue ruling uses a scenario in the trucking industry because of the industry's widespread use of per diem allowances, the analysis in the revenue ruling applies to any employer in any industry that uses per diem allowances to reimburse employee expenses.

IRS Revenue Ruling 2006-56 is effective immediately upon issuance. However, the IRS recognizes that employers may need some time to adjust their systems so they can track excess allowances and account for them correctly. The IRS is issuing instructions to its agents not to apply the results under the revenue ruling for taxable periods ending on or before Dec. 31, 2006, in the absence of intentional noncompliance.

SUMMARY OF COSTS NOT REIMBURSED

1. Additional charges for flight changes not business related.
2. Citations issued to driver of rented vehicles.
3. Personal items (i.e. laundry, entertainment, movies, haircuts, liquor).
4. Personal calls.
5. Additional cost for unauthorized traveler (wife, child).
6. No show bills.
7. Additional charges for late check out.
8. Meals that are part of a registration to a meeting/conference.
9. Alcoholic beverages

RESOURCES LISTING

- Mileage:
 - Map Quest – www.mapquest.com
- Meals/Lodging:
 - CONUS Rates – www.gsa.gov/perdiem
- Reference Materials:
 - OLS Employee Tool Kit – www.nnols.org/employee-tool-kit.aspx

QUESTIONS