



**THE
NAVAJO
NATION**

Purchase Card Section PO Box 3150, Window Rock, AZ 86515 T: (928) 871-6042 F: (928) 810-8548

BEN SHELLY
President


REX LEE JIM
Vice President

June 6, 2011

MEMORANDUM

TO: PURCHASE CARD HOLDERS, RECONCILERS & APPROVERS

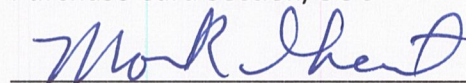
FROM:



Elsie Julian, Supervisor

Purchase Card Section/OOC

THROUGH:



Mark G. Grant, Controller

OFFICE OF THE CONTROLLER

SUBJECT: LOCAL TRAVEL

In reviewing the monthly purchase card statements, we are noticing a high volume of purchases at local restaurants and eateries. Pursuant to the Navajo Nation Travel Policy, meals are not allowed for travel defined as local travel;

NN TRAVEL POLICY: SECTION VI Travel Policy: Travel Authorization

9. Meals shall not be allowed for travel defined as local travel.

NN TRAVEL POLICY: SECTION 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.

In order to ensure this type of purchase is appropriate, the following documentation will be a requirement for any and all charges for local restaurants and eateries:

1. Meeting
 - a. Meeting Agenda
 - b. Sign in sheet
2. Approved TA (employee's destination is Window Rock or Gallup)

If the purchases are not substantiated with supporting documents, the purchases will be subjected to Payroll Deduction. Failure to comply with the requirements will result in the Suspension of the issued purchase card. While this policy applies to all cardholders, Council Delegates are exempt while on official Navajo Nation business.

cc: Distribution
Sherrick Roanhorse, COS/OPVP