

2018 PER DIEM RATES

Effective October 1, 2017

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.*