


November 26, 2012

TO: Executive Branch, Judicial Branch, and Legislative Branch  
All Division and Navajo Nation Employee

FROM:   
Lorena Eldridge, Accounting Manager  
Accounts Payable/Purchase Card (P-Card) Section  
Office of the Controller

SUBJECT: Travel Flight Payment

## Notices to all travelers/employees

In order to improve services, Accounts Payable will henceforth: 1.) not be choosing flights for travelers and departments 2.) for travelers without a travel P-Card, or departments without an operational P-Card, it will become the job of the traveler to arrange their own flights. Once the flights are chosen the traveler will submit a print out to Accounts Payable along with the Flight Information Form.

The Flight Information Form is located on our website at [www.nnooc.org](http://www.nnooc.org) Attached is an example Flight Information Form that each traveler will need to supply to Accounts Payable. The following information is needed:

- Travel Authorization #
- Full name as shown on government issued ID
- Date of birth
- Gender
- Email address to send itinerary to
- Phone #

Upon completion of the trip, the traveler is responsible for providing all supporting documentations with a Travel Expense Report, approved by a Department Signature Authority. Fees and charges for flight cancellations and changes will be charged to the department. See attached excerpts from the Navajo Nation Travel Policy Handbook.

The Accounts Payable staff is specialized in the FMIS Accounts Payable module to provide payments to vendors, customers and employees. Due to the high volume of incoming payment requests, we haven't the time to be travel agents. It's the Navajo Nation Department/Programs' job to make travel preparation so that Accounts Payable staff may concentrate on making payments in the FMIS system.

Should you need additional information please contact me at [leldridge@nnooc.org](mailto:leldridge@nnooc.org)

Concurrence:   
Mark Grant, Controller

**Distribution:**

**Enclosure (3)**

## Attachment:

When making your travel arrangements be mindful of the following excerpts from the Navajo Nation Travel Policy Handbook.

- *It is Navajo Nation policy to reimburse employees for all expenses that are incurred 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...*
- *Where provisions of a grant or contract are more liberal than the provisions contained herein, the Navajo Nation employee's Travel Policies and Procedures Handbook shall apply.*
- *Where provisions of a grant or contract are more restrictive than the provisions contained herein, the provisions of the grant or contract shall apply.*



Welcome to the Navajo Nation Office of the Controller website.

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To access the FMIS Oracle Website: <https://fmis.nnooc.org>

**Announcements:**

**Fiscal Year 2012 Year-End Closing Timeline**



**The FMIS System will be unavailable September 30, 2012 to close the Fiscal Year 2012 activities for all General Funds programs.**

**Office of the Controller**  
The Navajo Nation  
PO Box 3150  
Window Rock, AZ 86515  
Phone: (928) 871-6308  
Fax: (928) 871-6026

**Location:**

Division of Dine'  
Education  
Education Center  
Auditorium  
101 Morgan Blvd  
Window Rock, Arizona



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### Travel Policies and Procedures

**\*\*These policies are subject to change.**



Navajo Nation [Travel Policies and Procedures](#)



Legislative Travel [Policies and Procedures](#)

### Other Travel information



Privately Owned Vehicle Reimbursement Rate  
April 24, 2012



[Flight Information Form - Word 2007](#)



[Flight Information Form - Word 2003 or 97](#)