

# 2017 PER DIEM RATES

Effective October 1, 2016

## NAVAJO NATION TRAVEL POLICY ON MEAL ALLOWANCE REIMBURSEMENTS STANDARD CONUS PER DIEM RATES

<b>BREAKFAST</b>	\$11.00	\$12.00	\$13.00	\$15.00	\$16.00	\$17.00
<b>LUNCH</b>	\$12.00	\$13.00	\$15.00	\$16.00	\$17.00	\$18.00
<b>DINNER</b>	\$23.00	\$24.00	\$26.00	\$28.00	\$31.00	\$34.00
<b><u>INCIDENTAL</u></b>	<u>\$ 5.00</u>	<u>\$ 5.00</u>	<u>\$ 5.00</u>	<u>\$ 5.00</u>	<u>\$ 5.00</u>	<u>\$ 5.00</u>
<b>TOTAL</b>	<b>\$51.00</b>	<b>\$54.00</b>	<b>\$59.00</b>	<b>\$64.00</b>	<b>\$69.00</b>	<b>\$74.00</b>

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.*