

2021 PER DIEM RATES

Effective October 1, 2020

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

| | | | | | | |
|--------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| BREAKFAST | \$13.00 | \$13.00 | \$14.00 | \$16.00 | \$17.00 | \$18.00 |
| LUNCH | \$14.00 | \$15.00 | \$16.00 | \$17.00 | \$18.00 | \$19.00 |
| DINNER | \$23.00 | \$23.00 | \$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 | \$55.00 | \$56.00 | \$61.00 | \$66.00 | \$71.00 | \$76.00 |

1st and LAST DAY \$41.25 \$42.00 \$45.75 \$49.50 \$53.25 \$57.00

Navajo Nation Policy is to reimburse employees for all expenses that are reasonably necessary and actually incurred when traveling on authorized Navajo Nation business.

| When travel is | Travel Days | Your allowance is |
|-------------------------------------|-------------------------|--|
| Less than 12 hours | Not Applicable | No allowance |
| More than 12 but less than 24 hours | One Day Travel | 75 percent of the applicable M&IE rate for each calendar day you are in a travel status. |
| 24 hours or more, on | The first day of travel | 75 percent of the applicable M&IE rate. |
| | Full days of travel | 100 percent of the applicable M&IE rate. |
| | The last day of travel | 75 percent of the applicable M&IE rate. |

➤ ***Meals included, as part of Registration and Conference Fees shall not be claimed.***

➤ ***Expenses for alcoholic beverages are not allowed for reimbursement.***