THE NAVAJO NATION

BEN SHELLY PRESIDENT
REX LEE JIM VICE PRESIDENT

MEMORANDUM

To: DIVISION DIRECTORS
The Executive Branch

From: Ben Shelly, *President*
THE NAVAJO NATION

Date: **April 8, 2011**

Subject: **OFF-RESERVATION TRAVEL RESTRICTIONS**

Effective today, I direct all Navajo Nation Executive Branch Divisions and programs to cancel all future non-essential travel for trainings. Due to the federal budget situation, the Navajo Nation is taking this action as a cost saving measure. Please review the following guidelines:

1. If critical meetings are necessary for essential direct service operations, please request for off-reservation travel from my office;
2. Any travel request that does not have an off-reservation travel memo attached will not be reimbursed;
3. Any future non-essential travel commitments will need to be cancelled due to the uncertainty of the federal budget for fiscal year 2011, such as airline tickets, hotel reservations, and registration costs. Further, programs will have to cover cancellation expenses with justification memos to include language about the federal budget situation; and
4. Before payment commitments are made for hotels, transportation, and registration, all programs must have an off-reservation travel memo approved and signed before the commitments are made.

This directive is to be complied with at all levels of the Navajo Nation Executive Branch. Only travel to provide critical direct services and operations for the Navajo people will continue.

Should you have further questions, please contact Mr. Sherrick Roanhorse, Chief of Staff, at (928) 810-8505.

Xc: Rex Lee Jim, Vice President
Speaker Johnny Naize, Legislative Branch
Chief Justice Herb Yazzie, Judicial Branch
Sherrick Roanhorse, Chief of Staff
Sharon Clahchischillage, COS, Speakers Office
Mark Grant, Controller, Finance
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